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**Minutes of the Council meeting (no.211) held on
 8th July 2019 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chairman), Cllr John Cheetham,
 Cllr Fatima Kamara, Cllr David Lee and
 Cllr Jamshid Zack

Attending:

11 visitors (all part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:55pm** and closed at **9:45pm**

1.	Chair to open the meeting Cllr Rudland opened the meeting.	
2.	Apologies for absence NOTED: Cllr Beth Rose had provided her 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 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.	
4.	Acceptance of last minutes RESOLVED: To approve the minutes of the meeting of 10th June 2019 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
5.	County Councillor's report on Surrey County Council (SCC) activities Surrey County Cllr David Lee confirmed that the SCC Members' Highways Allowance was only for use with capital projects and that the Village Council should bear this in mind when seeking SCC support with highways projects. County Cllr Lee added that a decision on whether SCC will move from its current County Hall premises in Kingston upon Thames was expected in September.	
6.	District Councillors' reports on Tandridge District Council (TDC) activities District Cllr Lee reported that TDC had given its formal support to the Douglas Brunton Centre being managed by a community organisation later in the year - it was anticipated that this would enable more activities to take place and broaden the Centre's use. He added that TDC had purchased Quadrant House in Caterham with the aim to retain this as serviced offices (i.e. an employment site in the heart of Caterham). District Cllr Gray (absent) had provided a written report prior to the meeting which Cllrs reviewed. ACTION: The Clerk to send an acknowledgement to Cllr Gray.	SB
7.	Planning	



	<p>a) RESOLVED: In respect of the three applications notified since the last meeting: 2019/1141 - 71 Hillbury Road, Warlingham CR6 9TH Cllrs objected to this application for numerous reasons including over-development of the site, tandem back-land development (felt to be out-of-character with the locality), nuisance (over-looking), loss of amenity and potential harm to the Green Belt due to the visual impact of the proposal. 2019/1084 - 1 Crossways, The Avenue, Whyteleafe, CR3 0AQ Cllrs had no wish to object. 2019/1014 - 42 Salmons Lane, Whyteleafe, CR3 0AN Cllrs had no wish to object. ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <p>b) NOTED: Cllrs acknowledged the details pursuant to the discharge of conditions in respect of 2018/2093/Cond1, 7 Hornchurch Hill, Whyteleafe CR3 0DA and the recent approval in respect of 2019/707, Dunrobin, the Avenue, Whyteleafe CR3 0AQ.</p> <p>c) NOTED: Cllrs discussed and prioritised the list of projects that might be funded using Community Infrastructure Levy (CIL) funds. The top four items were: improving the drainage at Whyteleafe roundabout, the installation of a Public Access Defibrillator, inspection/clearance of sections of the Bourne culvert and the installation of a pedestrian path along Church Road (starting at the Salmons Lane end of the road). ACTION: The Clerk to initiate discussions, on these matters, with SCC Highways (see item 11 below).</p>	<p>SB</p> <p>SB</p>
<p>8.</p>	<p>Business Plan ACTIONS: The next Whyteleafe Litter Pick to take place on 21 July at Church Road and, if time allows, Cllrs to look at possible locations for village entry signs on Whyteleafe Hill and Hillbury Road - SCC require detailed proposals before assessing feasibility. The Clerk to ask the County Cllr for his support with installing a power supply, using an existing light column, for a Public Access Defibrillator. The Clerk, if support is given, to then ask Skanska (the SCC Highways lighting contractor) to consider and, if appropriate, price. The Clerk asked Cllrs to nominate articles for a newsletter in the Autumn. NOTED: Delivery of the newsletter may be problematic given the recent closure of the Caterham Independent (which had distributed newsletters in the recent past).</p>	<p>ALL</p> <p>SB</p> <p>ALL</p>
<p>9.</p>	<p>Finance NOTED: The Clerk had provided, prior to the meeting, a copy of the Council's financial statement for the period ending 30 June 2019 (Q1). The Clerk had also provided, prior to the meeting, a variance report for the consideration of Cllrs. ACTION: A number of items of potential expenditure were raised. The Clerk to circulate more details prior to the next meeting.</p>	<p>SB</p>
<p>10.</p>	<p>Caterham, Chaldon and Whyteleafe Neighbourhood Plan NOTED: Cllr Rudland and the other Chairs from the Parish Councils making up</p>	



	<p>the Neighbourhood Plan area, had recently met with Louise Round, Chief Executive of TDC, to discuss ongoing support on topics such as flooding, parking and the management of planning applications. ACTION: Another meeting to be arranged in the coming months.</p> <p>ACTION: The Clerk reminded Cllrs that the Neighbourhood Plan will require specific publicity prior to the calendar year- end and that the content of this will need to be organised in advance.</p>	<p>CR</p> <p>ALL</p>
<p>11. Transport (including highways)</p>	<p>ACTIONS: Cllr Cheetham to attend the next meeting of the East Surrey Transport Committee at which he will raise the continued problems with the level crossing barriers on Whyteleafe Hill.</p> <p>NOTED: Cllrs reviewed the Tandridge Local Committee's response to the questions raised by the Village Council about the temporary flooding of Whyteleafe roundabout (after heavy rain). SCC Highways had advised that the amount of gully and soakaway clearing was in accordance with the location's Wetspot score (measure of severity). The County Cllr had agreed to speak directly to the Local Highways Officer to explore what other work could be resourced to try to improve the situation - the Village Council to be updated once that meeting has taken place.</p> <p>NOTED: The Clerk confirmed that he had reported the overgrown embankment at South Whyteleafe Station (which was encroaching on the pavement and bus stop) and also the overgrown verges along Downsway - he was still waiting for news and agreed to chase up SCC if necessary. The central reservation of the A22 in the south of the village had recently been cut which had improved the sight-lines (and its appearance).</p> <p>ACTION: The Clerk to contact TDC to a) seek confirmation of the number of individuals currently on the waiting list for parking permits to TDC car parks in Whyteleafe and b) request a meeting, along with Sevenoaks Borough Council to discuss parking schemes and enforcement of existing rules.</p>	<p>JC</p> <p>SB</p> <p>SB</p>
<p>12. Events (public) and meetings of Outside Bodies.</p>	<p>NOTED: Cllr Cheetham and the Clerk had attended the recent TDC Annual Parish Assembly which included a presentation on TDC's new Locality Team (and the related case management system). TDC had also advised that they would provide, later in the year, detailed proposals about the re-introduction of A1 printed plans for Parish Councils (in respect of the planning application consultation process).</p> <p>ACTION: In the absence of Cllr Cheetham, Cllr Rudland to attend the next TDC Parish Assembly on 18 September 2019.</p>	<p>CR</p>
<p>13. Clerk's Report</p>	<p>a) NOTED: The Clerk confirmed that the Council's pension re-declaration had been successfully submitted to the Pensions Regulator.</p> <p>b) NOTED: Cllr Cheetham reported that he (and the Clerk) had met with TDC in respect of their Open Spaces Strategy review. Cllr Cheetham had raised the importance of improving the toilet facilities at Whyteleafe Recreation Ground as this was the most prominent comment coming out of the Village Council's</p>	



	<p>on-line survey of park visitors. Another important point which was raised was the lack of accessible green space for residents in the south of Whyteleafe and TDC were asked to make this one of their priorities. TDC are expected to produce proposals for the whole of the District in the Autumn. ACTION: Cllr Cheetham (Vice-Chairman) to attend a Chairs Networking Day, hosted by the Surrey Association of Local Councils later in July.</p>	JC
14.	<p>Payments and expenditure RESOLVED: To approve the list of payments totalling £3,135.25 (see Appendix 1 - Schedule of Payments). In addition, Cllrs approved the post-dated salary and pension payment for the month of July (in the absence of an ordinary Council meeting in August). ACTION: The Clerk to dispense payments.</p>	SB
15.	<p>Next Council Meeting NOTED: The next meeting to take place on Monday, 9th September 2019 at St Luke's Church, Whyteleafe Hill. Cllrs acknowledged that an extraordinary meeting may be necessary in the interim to deal with any planning applications - a provisional date of 12th August was set for this. ACTION: The Clerk to finalise the details nearer the time.</p>	ALL SB
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960 NOTED: None.</p>	



Appendix 1- Schedule of Payments

Chq No.	Payee	Amount £	Comments
259	DM Payroll Services Ltd	84.00	Administration of Payroll Services for 2019/20
260	A Siddall	105.00	Monthly community garden maintenance and additional grass cutting in June 2019.
261	Simon Bold	922.20	Clerk's salary and expenses claimed for June 2019.
262	Surrey Pension Fund	212.26	Clerk's Pension - employee and employer contributions for June 2019
263	PCC of St Luke Whyteleafe	15.00	Hall hire for July 2019 Council meeting
264	HM Revenue & Customs	231.25	PAYE (Tax & NI) for Q1 of 2019/20.
265	Information Commissioner	40.00	Data Protection Registry renewal (annual subscription)
266	Tandridge District Council	284.40	Additional street cleaning in Whyteleafe (June to July 2019 inclusive)
267	SSALC Limited	108.00	Chairs Networking Day hosted by Surrey Association of Local Councils.
268	East Surrey Transport Committee	20.00	Annual affiliation fee (2019/20)
269	Simon Bold	900.88	Clerk's salary for July 2019 (post-dated)
270	Surrey Pension Fund	212.26	Clerk's Pension - employee and employer contributions for July 2019
	TOTAL	£3,135.25	