



Minutes of the remote* Council meeting (no.229) held on 11th January 2021

Councillors (Cllrs) present:

Celia Rudland (Chair), John Cheetham (part),
David Lee, John Moffatt,
Chirag Vadhia and Jamshid Zack

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:46pm and closed at 9:15pm

1. APOLOGIES FOR ABSENCE

NOTED: Cllr Fatima Kamara had provided her apologies prior to the meeting.

2. CODE OF MEMBERS' CONDUCT

NOTED:

- Cllr Lee confirmed his additional roles as a Cllr at Tandridge District Council (TDC) and Surrey County Council (SCC) and that he had updated his Notification of Interest form since the last meeting.
- No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.

3. MINUTES

RESOLVED:

- That the Chair sign the minutes of the meeting of 14th December 2020 as a correct record.

ACTION:

- The Clerk to display the minutes on the Council's notice boards and website.

SB

4. COUNTY COUNCILLOR'S REPORT ON SURREY COUNTY COUNCIL ACTIVITIES

County Cllr Lee provided a brief summary of activity since his update in November 2020.

During the next item, Cllr Zack temporarily left the meeting and returned prior to the start of item 6.

5. DISTRICT COUNCILLORS' REPORTS ON TANDRIDGE DISTRICT COUNCIL ACTIVITIES

District Cllr Gray raised various subjects including the permit-holder car park on Hillside Road, parking along Downsway, SCC's proposed modifications to parking restrictions (following public consultation) along Church Road and various planning enforcement cases across Whyteleafe.

District Cllr Gray added that he intended to look in greater detail at campaigns in Surrey that aimed to encourage drivers to switch-off their car engines while stationary.

District Cllr David Lee had nothing to add.

Prior to the start of item 6, Cllr Cheetham joined the meeting and confirmed that he had no Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any items on the agenda.

6. COMMUNITY RESILIENCE

a) NOTED:

The number of individuals testing positive for COVID-19 in Tandridge had risen significantly from 481 cases at the end of 2020 to 712 cases on 11 January 2021.

Site at the Westway in Caterham, the TDC Council Offices in Oxted and the Epsom Racecourse were all providing vaccinations to the most vulnerable residents.

b) NOTED:

The Whyteleafe Flood Group were continuing to monitor local ground conditions and advise the Clerk. The Clerk also maintained regular contact with TDC.

ACTION:

The Clerk to obtain local groundwater levels data (where available) and circulate to Cllrs

7. FINANCE

a) NOTED:

- The Clerk had provided, prior to the meeting, a copy of the Council's financial statement (unaudited) and reserves summary for the period ending 31 December 2020 (Q3).
- The financial statement showed the Council's bank balances as follows: Current Account £112,468.32 and the Reserve Account £30,617.20. These figures included Community Infrastructure Levy (CIL) funds of £62,858 and £20,500 of earmarked reserves.
- The Clerk (as Responsible Finance Officer) provided a brief verbal overview of variances between the budget and expenditure for 2020/21 which included the impact of the COVID-19 pandemic which had constrained the Council's spending in respect of a number of budget lines. In addition, the increasing number of COVID-19 cases created uncertainty in terms of the future demand on resources (and costs) for those agencies providing support to vulnerable individuals and others across the community.

ACTION:

- The Clerk to contact TDC about match-funding any initiatives relating to parks in Whyteleafe given the importance of outside recreation during the national lockdown. SB
- In terms of Community Infrastructure Levy expenditure, the Clerk to chase up SCC Highways with respect to the replacement of the fixed Vehicle Activated Sign on Whyteleafe Hill. SB

b) RESOLVED:

- To approve the Council's precept for 2021/22 of £41,795 (unchanged from the previous year) based on the budget circulated to Cllrs and discussed at the December meeting.

ACTIONS:

- The Clerk to advise TDC of the Council's precept for 2021/22. SB

8. TRANSPORT AND SURREY HIGHWAYS.

ACTIONS:

- The Clerk to chase-up TDC with respect to publicising the availability of permit-holder spaces at the Hillside Road car park to those residents on the permit-holder waiting list. SB
- Cllrs remarked that the amount of fly-tipping along Church Road appeared to have increased in recent months. All incidents witnessed by Cllrs to be reported either directly to TDC or via the Clerk. ALL

9. PLANNING

a) RESOLVED:

- See Appendix 2 – Planning Application cases.

ACTION:

- The Clerk to advise TDC of the Council's comments in respect of Appendix 2. SB
- Cllr Moffatt to circulate a planning application checklist which can be used to 'score' each new application. JM

b) ACTION:

- The Clerk to add the amended application 2020/1434 (Edgehill, Succombs Hill) to the agenda of the next meeting. SB

10. POLICIES & PROCEDURES

Cllrs reviewed the updated Risk Register which had been circulated by the Clerk prior to the meeting.

ACTION:

- The Clerk and Chair to review a small number of items and provide a report on these at a later meeting. CR SB

11. CLERK'S REPORT

a) In respect of matters arising from previous Council meetings not raised elsewhere - NOTED:

- The Clerk to continue to liaise with TDC about the replacement of street litter bins
- To postpone the Litter Pick scheduled for 17th January due to the national lockdown.
- The Council's new Public Sector Deposit Fund had been successfully opened with the transfer of the Council's deposit of £75,000 due within the week.
- To remain in contact with Breakthrough Communications and seek their help should the need arise.

ACTION:

- The Clerk and Cllr Moffatt to finalise and distribute a Council letter to local organisations with the aim of encouraging greater communication and, where appropriate, joint working. JM SB
- The Clerk to chase up tree surveyors for quotations to be circulated to Cllrs prior to the next meeting. SB
- The Clerk to obtain a new Council domain name (website and email) before continuing website development work with Cllr Vadhia. CV SB

b) NOTED:

- A litter pick volunteer had come forward following the Council's recent CR3 article.
- TDC's development of its Climate Change Action Plan is likely to involve liaison with Town and Parish Councils.

ACTION:

- Cllr Cheetham to review the government's current 'Night Flight Restrictions' consultation and circulate any comments to fellow Cllrs prior to the next Council meeting. JC

12. PAYMENTS AND EXPENDITURE

RESOLVED:

- To approve the list of payments (see Appendix 1: Schedule of Payments) circulated prior to the meeting including the supply and maintenance of 23 spring hanging baskets between and January and May (inclusive).

ACTIONS:

- The Clerk to dispense these payments and procure a tree survey. SB
- The Clerk to ask the hanging basket supplier to quote for replanting (with summer and winter bedding) and maintaining the Council's planter near the Post Office. SB

NOTED:

- The community garden maintenance contractor had advised of an increase in charges starting January 2021.

13. NEXT COUNCIL MEETING

NOTED:

- The next scheduled meeting of the Council to be held on 8th February 2021. ALL

SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:

NOTED: None

APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
029	A Siddall	110.00	Community garden maintenance in November and December.
030	Ultralite Limited	6,960.00	Festive street lighting motifs 2020/21 (inc VAT)
031	Simon Bold	**	Clerk's salary in December 2020
032	Surrey Pension Fund	268.16	Clerk's Pension - employee and employer contributions for December 2020
033	HM Revenue & Customs	403.50	PAYE (Tax & NI) for Q3 of 2020/21
034	Simon Bold	29.17	Reimbursement of costs incurred
035	CJS Plants Limited	1,138.50	Winter/Spring hanging basket display and maintenance (inc VAT)
	TOTAL	£9,947.95	

APPENDIX 2: PLANNING APPLICATION CASES

Application Number	Address	Village Council resolution	Type
2020/2183 Proposal TDC Decision	<u>TORWOOD FARM, TORWOOD LANE, CR3 0HD</u> Demolition of existing buildings. Erection of 2 x detached dwellings with associated detached car ports, hardstanding and landscaping alterations. Not yet determined	Objection based on Green Belt land, inappropriate development, harm to landscape and contrary to emerging Neighbourhood Plan.	Dwellings
2020/2105 Proposal TDC Decision	<u>11 COURT FARM ROAD, CR6 9BL</u> Erection of new front dormer, rear dormer, and rear balcony. Not yet determined	Cllrs raised a concern about potential overlooking of and loss of amenity to neighbouring property	Householder Developments
2020/2035 Proposal TDC Decision	<u>11 HORNCHURCH HILL, CR3 0DA</u> Extension and conversion of existing single garage into double garage and office/store Not yet determined	No objection	Householder Developments
2020/1817 Proposal TDC Decision	<u>226 GODSTONE ROAD, CR3 0EE</u> Partial change of use of lower ground floor and part of ground floor of building from Use Class E (Commercial, business and service use) to Class C3 (Residential) to form two studio flats, one at lower ground floor level and one at ground floor level with part of existing commercial use at ground floor level retained to the front of the building. Alterations to fenestration, erection of access steps to rear extension, associated parking, cycle and refuse/recycling storage and amenity space. (Amended application form with different certificate signed) Not yet determined	Cllrs raised an objection as the proposal is in conflict with the emerging Local Plan and Neighbourhood Plan (retention of commercial space)	Dwellings
2020/1991/NC Proposal TDC Decision	<u>1 WELCOME TERRACE, GODSTONE ROAD, CR3 0EA</u> Change of use of existing offices (Class B1(a)) into two 1-bedroom flats (Class C3) and associated internal and external building works. Not yet determined	No comment	Change of Use

**Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings)(England and Wales) Regulations 2020.*

*** Payments relating to salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4.*