



Minutes of the remote* Council meeting (no.232) held on 12th April 2021

Councillors (Cllrs) present:

Celia Rudland (Chair), John Cheetham,
David Lee and John Moffatt

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting opened at 7:45pm and closed at 9:15pm

Before the start of the meeting, the Chair on behalf of the whole Council, offered her deepest sympathy to Her Majesty the Queen and members of the Royal Family following the death of His Royal Highness, The Duke of Edinburgh.

1. APOLOGIES FOR ABSENCE

NOTED:

- Cllrs Fatima Kamara and Chirag Vadhia had provided their apologies prior to the meeting.

2. CODE OF MEMBERS' CONDUCT

NOTED:

- Cllr Cheetham declared an 'Other Interest' in respect of item 6 on the agenda.
- Cllr Lee confirmed his additional roles as a Cllr at Tandridge District Council (TDC) and Surrey County Council (SCC).
- 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 8th March 2021 as a correct record.

ACTION:

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

4. YEAR-END FINANCIAL STATEMENTS

- a) The Clerk had circulated the 2020/21 year-end Financial Statements (unaudited) along with the Council's bank statements as at 31 March 2021 as follows: Current Account £12,286, Reserve Account £30,618 and the Public Sector Deposit Fund of £75,000. These balances included Community Infrastructure Levy (CIL) reserves of £57,858 and earmarked reserves of £15,500.

The Clerk provided a brief verbal summary of the Council's financial performance during the past year and highlighted the major variances between expenditure and the 2020/21 budget. A short-written version of the variance report would be provided to Cllrs after the meeting. SB

RESOLVED:

- To approve the Council's financial statement (unaudited) for the year ending 31 March 2021 and bank reconciliation as at 31 March 2021.

ACTION:

- The Chair to sign the 2020/21 financial statement and bank statements for audit purposes. CR

- b) The Clerk had circulated the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2020/21 prior to the meeting.

RESOLVED:

- To approve.

ACTION:

- The Clerk to send to TDC and upload a copy to the Council's website. SB

- c) The Clerk had circulated a copy of the Council's List of Assets prior to the meeting.

RESOLVED:

- To approve.

5. BUSINESS PLANNING

- a) The Clerk had provided details of the development version of the Council's new website to Cllrs prior to the meeting.

AGREED:

To launch the new Council website (and email addresses) in advance of the next Council meeting in May.

ACTION: Cllr Vadhia and the Clerk to finish populating the development website and, when ready, the Clerk to instruct the contractor to launch the new site. CV
SB

- b) Cllrs discussed the possible acquisition of additional road gritting equipment in conjunction with Woldingham Parish Council. Cllrs recognised that there may be an occasional need for extra gritting (above and beyond the service provided by SCC) for a handful of roads around Whyteleafe in future.

ACTION:

- The Clerk to advise Woldingham Parish Council that the Village Council would be willing, in principle and subject to further information, to pay for additional gritting in Whyteleafe but only on an 'as-and-when' basis (determined by the Village Council) and at a pre-agreed hourly rate. SB

At this point, Cllr Cheetham temporarily left the meeting for the entirety of item 6.

6. GRANT SCHEME 2021/22

A completed grant application had been received by the Clerk in March and circulated to Cllrs prior to the meeting.

RESOLVED:

- To grant £2,000 in respect of the application from St Luke's Church for planned work to extend the burial grounds (*Local Authorities Cemeteries Order 1977 & Local Government Act 1972, s214(6)*).

ACTION:

- The Clerk to dispense this payment and notify the applicant in writing. SB

At this point, Cllr Cheetham re-joined the meeting.

7. PLANNING

a) RESOLVED:

- See Appendix 2 – Planning Application Cases.

ACTION:

- The Clerk to advise TDC of the Council's resolutions in respect of Appendix 2. SB

b) NOTED:

- That the developer in respect of 2020/2183, Torwood Farm, Torwood Lane had once again appealed TDC's decision to refuse development (the fourth appeal for the same site). Cllr Moffatt believed that a fifth application was waiting to be validated by TDC.
- That the developer in respect of 2020/1238, 21 Whyteleafe Hill had appealed the decision by TDC to refuse.
- The Clerk provided a brief summary of the Environment Agency's recommendations for suitable flood mitigation measures to be applied to planning decisions for cases in Whyteleafe i.e., the implementation of attenuation tanks and other Sustainable Urban Drainage Schemes to slow the infiltration of surface water into the shallow unsaturated valley bottom.

ACTIONS:

- The Clerk to ask the SCC Highways Officer dealing with 2021/111/NH, St Luke's Court, to reconsider their comments in light of the very limited on-street parking in the vicinity. SB

- The Clerk to respond to an enquiry in respect of 2021/114, 164 Godstone Road explaining that the comments of the Village Council are limited due to the use of permitted development rights by the applicant. Similarly, the role of TDC, the Local Planning Authority, is reduced to assessing whether the application is valid or not. SB

8. CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN

NOTED:

- That the Clerk had updated the Village Council website with an article on the homepage detailing the imminent Neighbourhood Plan referendum and providing a

link to the Plan's dedicated website.

- An article from the Plan's Steering Group was due to be published in the May edition of the CR3 magazine.

9. TRANSPORT AND HIGHWAYS.

NOTED:

- That SCC Highways had agreed to capital expenditure to infill the prominent (and hazardous) dip in the road on Whyteleafe Hill.
- That Sevenoaks Borough Council had been appointed (for the next two years) as the parking enforcement contractor for Tandridge.
- Work to repair the pavement on Church Road between Whyteleafe Hill and the allotments had commenced (two weeks duration).
- A new refuge was due to be installed at the junction of the Godstone Road and Old Barn Lane (traffic delays during the work to be expected).
- Additional parking restrictions along parts of Church Road to be implemented by May at the latest.

10. OUTSIDE BODIES AND EVENTS (PUBLIC)

NOTED:

- The Tandridge Befriending 'Q&A' session rescheduled to 2 June 2021
- The next litter pick to take place after the next Council election

11. CLERK'S REPORT

a) The Clerk advised Cllrs:

- of the 2020/21 external audit submission dates.
- that improvement work to the Caterham Bourne culvert at the BP Garage, Godstone Road, overseen by the Environment Agency, was due to start in the next few days.
- That TDC planned to refurbish the Trim Trail at Whyteleafe Recreation Ground over the coming months. Cllrs were happy for the Clerk to liaise with TDC and to provide updates during the course of the project.

ACTION:

- The Clerk to prepare and attend the Council's Internal Audit on 19th April. SB

b) NOTED:

- That discussions about a defibrillator for central Whyteleafe were progressing with the opportunity for funding from the Village Council's earmarked reserve.

ACTIONS:

- The Clerk to liaise with District Cllr Gray and to keep Village Cllrs advised.
- To ask County Cllr Lee for information about the cutting down of trees alongside a section of the Caterham By-Pass.

12. PAYMENTS AND EXPENDITURE

RESOLVED:

- To approve the list of payments totalling £4,111.14 (see Appendix 1: Schedule of Payments) circulated prior to the meeting with the addition of the £2,000 grant award to St Luke's (see item 6). The list included training booked by the Clerk in accordance with Financial Regulations.

ACTIONS:

- The Clerk to dispense these payments. SB
- Cllr Rudland to assess the height of the sycamore trees in the Community Garden and whether, in accordance with remarks made by the tree surveyor, 'crown' reductions should be considered. CR

AGREED:

- To expenditure of a maximum of £150 to implement minor work within the Community Garden as recommended by the tree surveyor and documented in his report.
- To expenditure of £1,840 (net) for the supply, watering and maintenance of 27 hanging baskets and the roadside planter in central Whyteleafe during June to September 2021.

13. NEXT COUNCIL MEETING

a) Cllrs discussed the government's decision that local authorities must resume face-to-face meetings on or after 7 May 2021.

AGREED:

- To hold the Annual Village Council meeting at St Luke’s Church subject to the implementation of a suitable risk assessment and social distancing procedures.

ACTION:

The Clerk to make suitable arrangements with the administrator at St Luke’s Church. SB

b) NOTED:

- The next three scheduled meetings to take place on 17th May, 14th June and 12th July

AGREED:

- To hold an extraordinary meeting of the Council on 21st April to review a number of Council policies and to complete the 2020/21 audit.

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

- None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
050	TVA (Tandridge Voluntary Action)	20.00	Excel training courses for the Clerk
051	Quaife Woodlands	234.00	Tree Survey of the Community Garden
052	Burrige Property (trading as nkodit)	407.70	Service charges for website and email hosting, maintenance and domains (since 2019)
053	A Siddall	110.00	Community garden maintenance and mowing in March 2021.
054	The Society of Local Council Clerks	131.00	Membership renewal 2021/22
055	Surrey ALC Limited	1,275.63	Surrey Association of Local Councils & National Association of Local Councils subscription for 2021/22
056	Simon Bold	**	Clerk’s salary in March 2021
057	Simon Bold	43.53	Reimbursement of costs incurred in March 2021 (including membership renewal of the Association of Local Council Clerks 2021/22)
058	Surrey Pension Fund	268.16	Clerk's Pension - employee and employer contributions for March 2021
059	HM Revenue & Customs	521.50	PAYE (Tax & NI) for Q4 of 2020/21
060	DM Payroll Services Ltd	120.00	Payroll services 2021/22.
061	PCC of St Luke Whyteleafe	2,000.00	Grant Award (<i>Local Authorities Cemeteries Order 1977 & LGA 1972 s.214(6)</i>).
	TOTAL	£6,111.14	

**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.*

APPENDIX 2: PLANNING APPLICATION CASES

Application Number	Address	Village Council Resolution	PS Type
2021/362/NC	Unit 6, 1 Whyteleafe Hill, Whyteleafe, CR3 0FA	No comment	Offices to residential
Proposal	Change of use from B1(a) (office use) to C3 (residential use) to provide 6 flats. (Prior approval Class O Part 3 Schedule 2)		
TDC Decision	Not yet determined		
2021/305	Meadows, The Avenue, Whyteleafe, CR3 0AQ	No objection	Householder Developments
Proposal	Demolition of existing car port. Erection of single storey rear extension and single storey front/side extension providing garage.		
TDC Decision	Not yet determined		

Note: Tandridge District Council (TDC) is the Local Planning Authority