



Minutes of the Village Council remote* meeting (no.233) held on 21st April 2021

Councillors (Cllrs) present:

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

Attending:

none

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:35pm** and closed at **8:11pm**

1.	APOLOGIES FOR ABSENCE NOTED: <ul style="list-style-type: none"> • Cllrs Fatima Kamara and Chirag Vadhia had provided their apologies prior to the meeting. 	
2.	CODE OF MEMBERS' CONDUCT NOTED: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • That the Chair sign the minutes of the meeting of 12th April 2021 as a correct record. ACTION: <ul style="list-style-type: none"> • The Clerk to display the minutes on the Council's notice boards and website. 	SB
4.	POLICIES Cllrs reviewed a number of policies that had been circulated by the Clerk prior to the meeting. An addition was made to the Email & Internet Usage Policy wording following discussion. RESOLVED: <ul style="list-style-type: none"> • To adopt policies in respect of Equal Opportunities, Health & Safety, Email & Internet Usage, Sickness Absence, Disciplinary procedures and Grievance procedures. ACTION: <ul style="list-style-type: none"> • The Clerk to issue and upload copies of the Equal Opportunities, Health & Safety and Email and Internet Usage policies to the Council's website. 	SB
5.	AUDIT 2020/21 Cllrs reviewed the internal and external audit papers that had been circulated by the Clerk prior to the meeting. a) Cllrs acknowledged receipt of the Internal Auditor's Report relating to the Council's financial statements and related procedures. ACTIONS: <ul style="list-style-type: none"> • To implement the recommendations made by the Internal Auditor. • As recommended by Cllr Moffatt, all Cllrs but in particular new Cllrs to attend training on governance responsibilities. The Clerk to arrange this training after the May 2021 election. 	SB SB

	<p>In respect of the Annual Governance and Accountability Return 2020/21</p> <p>b) RESOLVED: To approve Section 1 – Annual Governance Statement 2020/21.</p> <p>c) RESOLVED: To approve Section 2 – Accounting Statements 2020/21.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> • The Clerk and the Chair to sign the documents relating to 5b and 5c above. • The Clerk to complete all actions relating to the submission of the Annual Governance and Accountability Return 2020/21, including the Notice of Public Rights, prior to 1st July 2021. 	<p>CR SB SB</p>
<p>6.</p>	<p>PLANNING</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> • See Appendix 1 – Planning Application Cases. <p>ACTION:</p> <ul style="list-style-type: none"> • The Clerk to advise TDC of the Council's resolutions in respect of Appendix 1. 	<p>SB</p>
	<p>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</p> <ul style="list-style-type: none"> • None. 	

APPENDIX 1: PLANNING APPLICATION CASES

Application Number	Address	Village Council Resolution	PS Type
2021/544 Proposal TDC Decision	10b Westview Avenue, Whyteleafe, CR3 0EQ Erection of side dormers in connection with conversion of loft to habitable accommodation. (Certificate of Lawfulness for Proposed Use or Development) Not yet determined	No comment	Certificate of Lawfulness
2021/111/NH Proposal TDC Decision	St Lukes Court, 2 Whyteleafe Hill, CR3 0FJ Erection of single storey upwards extension over the main roof of an existing block of flats to create 2x2 bedroom flats. (Notification of enlargement of a detached block of flats by construction of additional storeys under Schedule 2 Part 20, Class A) (Amended application form scanned 09/04/2021 and proposed section drawing 07/04/2021). Not yet determined	Objection due to the absence of any additional on-site parking provision and a reliance on on-street parking. The Clerk to request that the TDC Planning Officer ask SCC Highways to make a site visit and re-assessment.	Construction of additional storeys

Notes:

Tandridge District Council is the Local Planning Authority

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