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## Minutes of the remote\* Council meeting (no.222) held on 8th June 2020

## **Councillors (Cllrs) present:**

**Attending:** 

District Cllr Jeffrey Gray (part)

Cllr Celia Rudland (Chair), John Cheetham, Cllr Fatima Kamara, Cllr David Lee, Cllr John Moffatt and Cllr Chirag Vadhia

In attendance:

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

Simon Bold (Clerk)

1.	Chair to open the meeting Cllr Cheetham (Vice Chair) opened the meeting in the absence of Cllr Rudland.		
2.	Apologies for absence Cllr Jamshid Zack had provided his apologies prior to the meeting.		
	At this point, Cllr Rudland joined 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.	Minutes RESOLVED: To approve the minutes of the meeting of 11 <sup>th</sup> May 2020. ACTION: S The Clerk to display the minutes on the Council's notice boards and website.		
	At this point, Cllr Rudland took over as Chair of the meeting.		
5.	Coronavirus (COVID-19) outbreak Cllrs had completed visits to those properties where residents had been identified by TDC as potentially vulnerable. All information had been collated and passed back to the Westway Centre including suggestions for follow-up action in a small number of cases. NOTED: The Clerk confirmed that the Financial Assistance grant of £1,000 from TDC had been paid across to the Westway Centre (in accordance with the decision made at the last meeting).		
6.	Business Planning Cllr Moffatt reported that he had discussed the current draft Business Plan with a number of Cllrs. ACTION: Cllr Moffatt to speak to the reminder of Cllrs before producing an updated version of the Plan for review at the next meeting. Cllrs expressed their gratitude to Cllr Moffatt for his work so far.		
7.	Flood mitigation The Clerk provided an update on the work by the Environment Agency (EA) to clear the culvert in Downsway (at the northern end of Whyteleafe). ACTION: Cllr Rudland to report on the outcome of a survey by the EA of the part of the Bourne that runs in a channel at the southern end of the Village.  NOTED: In light of the above work, Cllrs felt that it would be an appropriate time to	CR	

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	make certain that all residents and businesses, in and around Downsway, were aware of the responsibilities of riparian ownership (e.g. to maintain the watercourse so that the Bourne can flow unhindered).  ACTION: The Clerk to raise the above topic with the Whyteleafe Flood Group and	SB	
	ascertain the likely timing of the next multi-agency flood meeting.		
8.	Caterham, Chaldon and Whyteleafe Neighbourhood Plan. Cllr Moffatt reported that the Public Examiner's Report had been issued (100+ pages). Cllrs Cheetham and Moffatt to attend the next Steering Group meeting and provide further feedback.		
9.	<ul> <li>a) RESOLVED: In respect of the three applications notified since the last meeting: 2020/666 – 52 to 54 Godstone Road, Whyteleafe CR3 0EA Cllrs had no wish to object. 2020/252 - 209 Godstone Road, Whyteleafe CR3 0EL NOTED: Cllrs had been unable to view the details on the TDC website. ACTION: The Clerk to report this technical problem to TDC and to seek more time to enable Cllrs to review the case. Item to be carried over. 2020/645 - Land to the north east of Blossom Hill, Tithepit Shaw Lane. Cllrs objected for several reasons including: an unacceptable development of Green Belt land; the use of an existing bridleway as vehicular access; the inappropriate scale of development in the context of the area and loss of green open space that has landscape value (habitat and character).</li> <li>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</li> <li>b) NOTED: There was no report, this time, of other applications, recent Local Planning Authority decisions or planning appeal notifications.</li> </ul>	SB SB	
10.	Transport (including highways)  NOTED: Implementation of the latest SCC Parking Review had been delayed due to the disruption caused by the COVID-19 outbreak and lock-down.  Cllrs discussed the outcome of the most recent Tandridge Local Committee meeting in respect of road safety and specifically the retention of speed-related Vehicle Activated Signs (VAS) in Whyteleafe. NOTED: Cllrs were minded to use the Community Infrastructure Levy to fund the replacement of the VAS on Whyteleafe Hill near to Whyteleafe School. ACTION: The Clerk to contact SCC Highways to obtain a detailed quotation for a new (mains powered) VAS at this location. The Clerk to also remind SCC of its commitment to replace the VAS at the A22 Godstone Road (near Hillside Road) and to move two speed camera signs to more appropriate locations. This subject to be brought back to a future Council meeting.	SB	
11.	Events (public) and meetings of Outside Bodies.  NOTED: Cllrs were aware of the enthusiasm of several residents to re-instate the Whyteleafe Litter Picks but Cllrs wished to adhere to current government guidelines on social distancing and safety. ACTION: The Council to review the situation at the next meeting.  NOTED: The forthcoming Tandridge Local Committee meeting had been cancelled due to COVID-19 restrictions.		

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12.	Clerk's Report		
	a) ACTION: Cllr Lee to chase up TDC for a response to the Council's Community		
	Right to Bid application which had been outstanding for many months.		
	b) ACTIONS: The Clerk to question TDC about inconsistencies with the collection		
	of refuse and recycling in Bournefield Road, Whyteleafe.		
	The Clerk to write to the South East Cancer Help Centre drawing attention to the		
	rules governing the Council's grant application scheme.		
	The Clerk provided a brief summary of other items of correspondence notified to Cllrs since the last meeting. NOTED: No action required.		
	c) ACTION: The Clerk to write to the editors of the CR3 magazine thanking them	SB	
	for their ongoing assistance. Additionally, the Clerk to confirm a commitment to	52	
	provide a regular article over the coming year.		
13.	Finance		
	NOTED: The Clerk had circulated the financial statement (unaudited) as at 31 May		
	2020 which showed the Council's bank balances as follows: Current Account		
	£70,418.61 and the Reserve Account £60,578.03. These balances included		
	Community Infrastructure Levy (CIL) reserves of £57,540 and earmarked reserves		
	of £20,500. The Council's payments and receipts in the first two months of the		
	financial year were £9,897.02 and £26,769.97 respectively.	CD	
	ACTIONS: The Clerk to prepare the external audit forms for consideration and approval at the next meeting in addition to the Internal Auditor's report (once	SB	
	available).		
14.	Payments and expenditure		
17.	RESOLVED: To approve the list of payments totalling £2,341.22 (see Appendix 1:		
	Schedule of Payments) which had been circulated by the Clerk prior to the meeting		
	ACTIONS: The Clerk to dispense payments. The Clerk to send additional bank	SB	
	signatory forms to relevant Cllrs for completion prior to the next meeting.		
	NOTED: The Clerk outlined the costs incurred so far with respect to the new hedge		
	in the Community Garden and advised that preparatory groundworks had been		
	delayed due to the impact of COVID-19. As a result, planting would take place		
	over the remainder of the year (and subject to suitable weather conditions).	SB	
15.	Next Council Meeting		
	a) NOTED: The next scheduled meeting of the Council to be held on 13 July 2020.	ALL	
	b) NOTED: The Clerk had circulated a schedule of proposed dates for Council	ALL	
1.	meetings (from July 2020 through to May 2021).		
16.	Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960:		
	NOTED: None.		

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## **Appendix 1 - Schedule of Payments**

Chq	Payee	Amount	Comments
No.		£	
339	A Siddall	105.00	Community Garden maintenance and additional grass cutting in May
340	Simon Bold	1,047.49	Clerk's salary in May 2020
341	Simon Bold	60.22	Expenses in May 2020 (Clerk's phone and stationery)
342	Surrey Pension Fund	275.31	Clerk's Pension - employee and employer contributions for May 2020
343	Tandridge District Council	853.20	Additional street cleaning in December to May 2020 (£711 ex-VAT).
	TOTAL	£2,341.22	

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