



**Minutes of the Council meeting (no.218) held on
 10th February 2020 at St Luke's Church, Whyteleafe, CR3 0AA**

Councillors (Cllrs) present:

Cllr Celia Rudland (Chairman), Cllr John Cheetham,
 Cllr David Lee, Cllr John Moffatt and Cllr Chirag Vadhia.

Attending:

4 visitors (all part)

In attendance:

Simon Bold (Clerk)

Meeting opened at **7:59pm** and closed at **10:00pm**

1.	Chair to open the meeting Cllr Rudland opened the meeting.	
2.	Apologies for absence NOTED: Cllr Fatima Kamara and Jamshid Zack had provided their apologies prior to the meeting.	
3.	Councillor vacancy NOTED: Cllr Vadhia had completed a Declaration of Acceptance of Office and Cllr Moffatt had completed a Notification of Disclosable Pecuniary & Other Interests form. These had been given to the Clerk. ACTIONS: Cllr Vadhia to provide a completed Notification of Disclosable Pecuniary & Other Interest form. Once received, the Clerk to update the Register of Councillors' Interests and upload a copy to the Council's website.	CV SB
4.	Code of Members' Conduct NOTED: The Clerk confirmed that no Cllr (see also item 3 above) 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.	
5.	Acceptance of last minutes RESOLVED: To approve the minutes of the meeting of 13 th January 2020 which the Chair then signed. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SB
6.	Transport (including highways) The Clerk reported on a number of highways issues. Cllrs discussed concerns about inconsiderate parking on pavements on the Godstone Road. NOTED: TDC's new parking enforcement contractor will start work in April and Cllrs wished to see the effect of this before reviewing again. ACTION: The Clerk to seek a meeting with SCC Highways and County Cllr Lee to consider: i) the installation of bollards on a small section of pavement near to Hillside Road on the A22 (on the South-East side) to prevent cars parking on the pavement and impeding pedestrians and obscuring sight lines.	SB



	<p>ii) safety measures along Salmons Lane - Cllr Moffatt to also attend and, in the meantime, to look at safety measures on other roads in the District to see what might be suitable.</p> <p>iii) The specification of a bridle-type path along the verge at the Salmons Lane end of Church Road (to improve pedestrian safety). NOTED: SCC Highways had confirmed that the existing double-yellow line was scheduled to be re-painted.</p> <p>NOTED: The Clerk had reported a defective sign and two potholes on Salmons Lane following a survey and recommendations by Cllrs Moffatt and Zack.</p>	JM
7.	<p>Planning</p> <p>a) RESOLVED: In respect of the six applications notified since the last meeting:</p> <p>2020/37 – 424 Godstone Road, Whyteleafe CR3 0BB Cllrs had no wish to object.</p> <p>2020/36 – 426 Godstone Road, Whyteleafe CR3 0BB Cllrs had no wish to object.</p> <p>2008/423/COND3 - Whyteleafe House, 439 to 445 Godstone Road, CR3 0BL Cllrs raised a concern about the potential for overlooking of neighbouring properties (based on the proposed roof-garden design). ACTION: The Clerk to ascertain whether TDC intends to seek completion of this development (as it includes affordable housing).</p> <p>2020/139/NH – 16 Whyteleafe Hill, Whyteleafe, CR3 0AA Cllrs had no wish to comment.</p> <p>2020/135/NC – 52 to 54 Godstone Road, Whyteleafe, CR3 0EA Cllrs objected due to a lack of onsite parking provision and the likelihood of an adverse impact of neighbouring roads (loss of amenity).</p> <p>2020/183 – 121 Godstone Road, Whyteleafe CR3 0EH Cllrs had no wish to object.</p> <p>ACTION: The Clerk to advise TDC of the Council's comments in respect of the above applications.</p> <p>b) NOTED: TDC had granted permission for 2019/2103, 17 Johns Walk, Whyteleafe, CR3 0BT despite concerns raised by the Village Council.</p>	SB SB
8.	<p>Business Planning</p> <p>a) The Clerk provided an overview of the current flood risks in Whyteleafe following several discussions with TDC since the last meeting. The Village Council had delivered approximately 240 flood information letters to those local residents and businesses judged to be most at risk of any flooding and provided copies to local railway stations, the surgery, Tavern, School and retailers.</p> <p>ACTION: If the Environment Agency issue a Flood Alert for the Caterham Bourne, the Council to distribute a follow-up flood letter, written in conjunction with TDC, to notify residents of the current risks and situation including a need to take preparatory action.</p> <p>b) ACTION: Cllrs had been invited to attend a community Climate Change meeting in Caterham (see also 10a below).</p> <p>c) ACTION: The Clerk to seek an update from TDC in respect of replacing litter bins (as they had proposed in 2019) and to notify District Cllrs that central Whyteleafe</p>	ALL ALL SB



	should be treated as a priority and that, as an exception, the Village Council would be willing to consider some part funding.	
9.	<p>Finance</p> <p>a) NOTED: The Clerk had circulated a financial statement (unaudited) as at 31 January 2020 which showed the Council's bank balances as follows: Current Account £52,885.34 and the Reserve Account £60,427.31. These balances included Community Infrastructure Levy (CIL) funds of £46,389 and earmarked reserves of £12,250. The Council's payments and receipts for the financial year were also provided.</p> <p>b) ACTIONS: The Clerk to circulate the presentation material from the recent TDC CIL seminar and the Village Council's list of potential CIL projects to all Cllrs. To be reviewed at the next meeting.</p>	SB ALL
10.	<p>Events (public) and meetings of Outside Bodies.</p> <p>a) NOTED: Cllr Cheetham had recently attended the Community Safety meeting hosted by TDC's Overview and Scrutiny Committee. ACTIONS: Subject to availability, Cllrs to attend the Flood Action Group Forum on 21 March 2020 and the March Litter Pick on Sunday 29th March (meeting at the Community Garden). The Clerk to notify Cranleigh Parish Council that at least two representatives from the Council would like to attend the proposed Climate Emergency Parish Action Day.</p> <p>b) ACTIONS: Cllr Moffatt to draft a question for the next Tandridge Local Committee seeking assurances from SCC Highways that existing road safety signage along the Godstone Road is positioned correctly, functioning properly and regularly maintained.</p>	ALL SB JM
11.	<p>Caterham, Chaldon and Whyteleafe Neighbourhood Plan.</p> <p>NOTED: The Neighbourhood Plan Steering Group were preparing information for the Public Examination scheduled to start on the 10th March.</p>	
12.	<p>Training and conferences</p> <p>RESOLVED: To approve expenditure (£70 ex. VAT) to enable Cllr Vadhia to attend the Councillor Briefing and Awareness training provided by the Surrey Association of Local Councils (SALC) in March. NOTED: Cllrs Moffatt and Zack already attending. RESOLVED: To approve the Clerk's attendance of two Excel training courses provided by Tandridge Voluntary Action (total cost £40 exc. VAT) and the Clerk's attendance of a Clerks' Legal & Finance Day (cost of £60 plus VAT) provided by SALC. The Clerk to also attend a free election briefing provided by SALC in early March. ACTION: The Clerk to book all of the above.</p>	CV SB
13.	<p>Clerk's Report</p> <p>a) NOTED: No additional matters arising from previous meetings were discussed.</p> <p>b) The Clerk raised a number of items of correspondence as follows which Cllrs NOTED:</p> <ul style="list-style-type: none"> The Pension Fund Actuarial Valuation and proposals from the Surrey Pension 	



	<p>Fund with effect from April 2020.</p> <ul style="list-style-type: none"> • The appointment of a new Tandridge Safer Neighbourhood Inspector by Surrey Police. • A proposal from the Secretary of State that Council Tax referendum principles ('capping arrangements') would not apply to Town and Parish Councils as part of the local government finance settlement 2020-21 • The National Joint Council for Local Government Services pay scales for 2020/21 had not been finalised. <p>ACTIONS:</p> <ul style="list-style-type: none"> • The Clerk to arrange the email delivery of the SALC Surrey Bulletin to Cllrs. • The Clerk to complete the Joint Panel on Accountability and Governance survey on The Practitioners' Guide to Proper Practices on behalf of the Council. <p>c) The Clerk to produce the next article for the March edition of the CR3 magazine covering the topics of the Council's Grant Award Scheme, Annual Parish Assembly, the Litter Pick in March, a welcome to new Cllrs Moffatt and Vadhia and further flood information.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
<p>14.</p>	<p>Payments and expenditure RESOLVED: To approve the list of payments totalling £2,595.20 (see Appendix 1 - Schedule of Payments). ACTION: The Clerk to dispense payments.</p>	<p>SB</p>
<p>15.</p>	<p>Next Council Meeting a) NOTED: The next scheduled meetings to take place on the 9th March and 6th April at St Luke's Church, Whyteleafe Hill. b) NOTED: The theme of the Annual Parish Assembly will be aspects of Climate Change (including flood). ACTION: The Clerk to book the Transept at St Luke's for 16 March 2020.</p>	<p>ALL</p> <p>SB</p>
	<p>Sub-section 2 - Public Bodies (Admissions to Meetings) Act 1960 NOTED: None.</p>	

Clerk: Mr Simon Bold
 Tel: 07939 403414
 Email: clerk@whyteleafecouncil.org.uk
 Website: www.whyteleafecouncil.org.uk



Appendix 1 - Schedule of Payments

Chq No.	Payee	Amount £	Comments
305	Surrey County Playing Fields Association	10.00	Affiliation fee for 2019/20 (retrospective)
306	A Siddall	55.00	Monthly community garden maintenance in January 2020.
307	CS Podd & Son Ltd	154.80	Council Hi-Viz vests marked 'volunteer' (inc VAT).
308	Simon Bold	1,006.29	Clerk's January 2020 salary plus expenses (£95.97) claimed for January 2020
309	Surrey Pension Fund	215.61	Clerk's Pension - employee and employer contributions for January 2019
310	PCC of St Luke Whyteleafe	15.00	Hall hire for 10 th February 2020.
311	CJS Plants Limited	1,138.50	Spring hanging basket display and maintenance through to May (inc. VAT)
	TOTAL	£2,595.20	