



## Minutes of the Village Council meeting held on 14<sup>th</sup> June 2021

### Councillors (Cllrs) present:

Marcus Jones (Chair), Sakina Bradbury,  
 Deano Cline, June Henty, Zach Jones  
 David Lee and John Moffatt.

### Attending:

County & District Cllr Jeffrey Gray  
 1 visitor (part)

### In attendance:

Simon Bold (Clerk)

Meeting started at 7:45pm and closed at 10:05pm

1.	<b>APOLOGIES FOR ABSENCE</b> None.	
2.	<b>CODE OF MEMBERS' CONDUCT</b> The Clerk confirmed that he had received from Cllr John Moffatt a Notification of Interests form prior to the meeting and that the Cllrs' Register of Interests had been updated and uploaded to the Council's website. The Clerk reminded Cllrs of their individual responsibility to declare all Interests, but in particular Disclosable Pecuniary Interests, in respect of any item on the agenda. Cllr Lee confirmed his additional role as a Cllr at Tandridge District Council (TDC). No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of any item on the agenda.	
3.	<b>MINUTES</b> RESOLVED: That the Chair sign the minutes of the meeting of 17 <sup>th</sup> May as a correct record. ACTION: The Clerk to display the minutes on the Council's notice boards and website.	SBo
4.	<b>MATTERS ARISING</b> The Clerk confirmed the following: <ul style="list-style-type: none"> <li>• That Cllr Moffatt has completed a Declaration of Acceptance of Office prior to the meeting.</li> <li>• That TDC were due to install new street litter bins across central Whyteleaf by the end of June.</li> <li>• That Woldingham Parish Council had decided not to proceed with their invitation to jointly fund a tractor-mounted salt spreader with the Village Council – the anticipated usage within Whyteleaf was too low to achieve any economies of scale benefits.</li> <li>• That TDC were currently processing the Village Council's Asset of Community Value nomination in respect of the Church Road Allotments site.</li> </ul> ACTION: Cllr Bradbury to activate her Village Council email in the next day and send a confirmation email to the Clerk (all other Cllr emails were working satisfactorily).	SBr
5.	<b>BUSINESS PLANNING</b> 5.1 The Chairman proposed that given the scale and importance of the topic, that Cllrs hold an informal meeting before making any changes to the Councils	

	<p>existing Business Plan. Cllr Moffatt then gave a brief overview of how the Business Plan would work in practice, with individual Cllrs taking responsibility for particular priorities.</p> <p>ACTIONS: The Clerk to circulate provisional dates for an informal meeting. All Cllrs to send their project ideas and priorities to Cllr Moffatt by 21<sup>st</sup> June for subsequent review by all Cllrs.</p> <p>5.2 ACTIONS were agreed as follows:</p> <p>5.2.1 Cllr Cline to write an outline paper detailing his proposals with respect to future festive light displays.</p> <p>5.2.2 A review of village entry signage to be included in the Business Plan discussions.</p> <p>5.3 It was agreed to review the topic of a Council Communications Strategy as part of the Business Plan discussions and it was noted that the Council had already approached a contractor for assistance prior to the recent elections. A strategy would include the following items:</p> <p>5.3.1 Website</p> <p>5.3.2 Facebook</p> <p>5.3.3 Minutes</p> <p>5.3.4 WhatsApp group</p> <p>The Clerk confirmed that on-line enquiries made to the Council's old website were being automatically re-directed to the Council's new website.</p>	<p>SBo ALL</p> <p>DC</p>
<p><b>6.</b></p>	<p><b>PLANNING</b></p> <p>6.1 RESOLVED: See Appendix 2 – Planning Application Cases. ACTION: The Clerk to advise TDC of the Council's resolutions in respect of Appendix 2.</p> <p>6.2 The Clerk confirmed that he had no updates in respect of past applications. He took the opportunity to remind Cllrs of recent changes to the TDC Planning Portal which enabled access to all cases, a weekly list of new cases and details of any appeals.</p> <p>6.3 Cllrs expressed an interest in creating a Planning Committee and the Clerk to send Cllr Moffatt draft Terms of Reference for consideration. ACTION: Cllr Moffatt to provide a proposal for consideration by Cllrs at the next meeting.</p>	<p>SBo</p> <p>SBo JM</p>
	<p><i>Cllr Cline temporarily left the meeting during item 6.3 above and returned prior to item 7.</i></p>	
<p><b>7.</b></p>	<p><b>CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN (NP)</b></p> <p>Cllr Moffatt provided a summary of the current status of the NP and, if 'made' by TDC, its impact on future planning decisions across the four participating Councils including Whyteleaf. ACTIONS: Cllr Moffatt to arrange a NP presentation (via zoom) by a representative of the NP Steering Group. Cllrs Cline and Moffatt to attend any future NP meetings as the Council's representatives and to provide information, once available, about the proposed Monitoring and Reviewing Body.</p>	<p>JM</p> <p>DC JM</p>
<p><b>8.</b></p>	<p><b>OUTSIDE BODIES</b></p> <p>8.1 Cllr Cline volunteered to be the Council's East Surrey Transport Committee (ESTC) representative and Cllr Lee agreed to continue as the Council's Whyteleaf Flood Group representative. ACTION: The Clerk to notify the ESTC and to find out more about the Coulsdon Commons Consultative Committee and advise Cllrs.</p> <p>8.2 Cllr Cline provided a brief report of the Whyteleaf Community Hub and</p>	<p>SBo</p>

	<p>invited Village Cllrs to visit the Whyteleafe Food Hub. ACTIONS: Cllr Moffatt to circulate the Council's current list of community organisations and all Cllrs to provide details to Cllr Moffatt of locally based organisations providing voluntary and charitable services to the residents of Whyteleafe.</p> <p>8.3 Cllrs discussed the Tandridge Befriending Scheme presentation (zoom) attended by Cllrs Cline and Marcus Jones. ACTION: The Clerk to research, and if appropriate, draft a new version of the Council's Grant Scheme to enable the Council to consider grant applications in relation to running costs – for review by Cllrs at a future meeting.</p>	JM ALL SBo
	<i>The meeting was briefly adjourned at this point.</i>	
<b>9.</b>	<p><b>TRANSPORT AND HIGHWAYS</b></p> <p>9.1 Cllrs discussed the following issues relating to highways:</p> <p>9.1.1 Cllr Cline had attended a site visit with the local area Surrey County Council (SCC) Highways Officer, the County Cllr and the Chairman of the Local Committee in respect of Whyteleafe roundabout. The Highways Officer to provide Cllr Cline with estimates for remodelling the roundabout. No details were available in respect of improving the drainage at this location.</p> <p>9.1.2 ACTION: Cllrs to contact those Estate Agent whose display board obstruct the pavement to ask that the board be moved out of the way.</p> <p>9.1.3 Cllrs noted that illegal pavement parking was a matter for parking enforcement via Sevenoaks District Council. In respect of the designation of disabled parking spaces in Whyteleafe, see item 9.4.</p> <p>9.1.4 ACTION: Cllr Bradbury to provide photographs of any vegetation obstructing the pavement and Cllrs noted that this was a matter for SCC who can notify a property owner to remedy the situation.</p> <p>9.1.5 In respect of the replacement of Vehicle Activated Signs (VAS) on the Godstone Road and Whyteleafe Hill, see item 9.4.</p> <p>9.2 In respect of the maintenance of the Godstone Road, see item 9.4.</p> <p>9.3 ACTION: Cllr Cline to ask the local area SCC Highways Officer for information about traffic monitoring equipment deployed in Whyteleafe.</p> <p>9.4 ACTION: The Clerk to submit questions to the Tandridge Local Committee (next meeting scheduled for 25<sup>th</sup> June) seeking assistance and progress with respect to the designation of disabled parking spaces, replacement VAS and the maintenance of the Godstone Road through Whyteleafe.</p>	ALL SBr DC SBo
<b>10.</b>	<p><b>PUBLICITY AND INFORMATION</b></p> <p>A discussion about items for the next CR3 magazine article was deferred until the next meeting of the Council.</p>	
<b>11.</b>	<p><b>FINANCE</b></p> <p>11.1 Cllrs acknowledged receipt of the 2021/22 financial statement and summary of earmarked reserves for the period ending 31 May 2021 which had been circulated by the Clerk prior to the meeting. No questions or queries were raised.</p> <p>11.2 The Clerk outlined the procedure for financial monitoring by Cllrs. This included the production of a monthly financial statement by the Clerk and, in accordance with Financial Regulations, a reconciliation by Cllrs of the Council's bank and investment statements every three months plus a variance report by the Clerk.</p> <p>ACTION: The Clerk to add a column to the Payment Schedule to show the relevant budget heading (see Appendix 1: Schedule of Payments).</p> <p>11.3 RESOLVED: To remove those bank account signatories who are no longer Village Councillors and to add new Village Councillor Zach Jones as an</p>	SBo

	<p>additional signatory and to agree to the changes outlined in the completed Change of Mandate Details form.</p> <p>In addition, to remove ex-Councillors as authorised signatories to the Public Sector Deposit Fund (provided by CCLA) and permit new Village Councillor Cllr Zach Jones to be an additional authorised signatory.</p> <p><b>ACTION:</b> The Clerk to oversee the completion and submission of the relevant forms.</p> <p>11.4 The Clerk provided a brief overview of the annual budget process including the need for all Parish and Village Councils to produce a final budget and precept for the next financial year by January each year.</p>	SBo
<b>12.</b>	<p><b>PAYMENTS AND EXPENDITURE</b></p> <p>Cllrs acknowledged receipt of the list of payments, circulated prior to the meeting, which included some payments already made in accordance with the Council’s Scheme of Delegation. Two further payments, relating to hall hire and training, were notified by the Clerk and added to the final list (see Appendix 1: Schedule of Payments).</p> <p><b>RESOLVED:</b> To authorise all payments.</p> <p><b>ACTIONS:</b> The Clerk to dispense these payments and secure new Cllr training, via the Surrey Association of Local Councils, for Cllr Cline.</p>	SBo
<b>13.</b>	<p><b>NEXT COUNCIL MEETING</b></p> <p>13.1 Cllrs noted that the next scheduled meeting will take place on Monday 12<sup>th</sup> July 2021 at 7:45pm at St Luke’s Church, Whyteleaf Hill, Whyteleaf.</p> <p>In addition, the Chairman proposed an ‘extraordinary’ meeting for the week commencing Monday 28<sup>th</sup> June to enable Cllrs to decide whether to nominate Whyteleaf Football Ground as an Asset of Community Value.</p> <p>13.2 Cllrs noted a further scheduled Council meeting for the 9<sup>th</sup> August 2021. No other Council meetings were scheduled.</p>	
	<p><b>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</b></p> <p>None.</p>	

### Appendix 1: Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>	<b>Budget Line</b>
062*	Simon Bold	**	Clerk's salary for April 2021	Staff costs
063*	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for April 2021	Staff costs
064	Came & Company	382.78	Council insurance policy premium 2021-22	Insurance
065*	Simon Bold	**	Clerk's salary for May 2021	Staff costs
066*	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for May 2021	Staff costs
067	Mulberry & Co	216.00	Internal Audit services year ending 31 March 2021	Audit fees
068	TVA (Tandridge Voluntary Action)	20.00	Annual Membership 2021/22	Affiliations
069	Simon Bold	47.24	Reimbursement of costs incurred April and May 2021	Office
070	CJS Plants Ltd	2,208.00	Summer hanging baskets supply and maintenance – June and September 2021 (£1,840 net)	Hanging baskets
071	Tandridge District Council	284.40	Additional Street cleaning - Feb and Mar 2021. (£237 net)	Flood mitigation
072	A Siddall	220.00	Community Garden maintenance and additional grass cutting in April and May 2021.	Groundworks
073	PCC of St Luke Whyteleafe	30.00	Hall hire for Council meetings on 17 <sup>th</sup> May and 14 <sup>th</sup> June 2021.	Hall hire
074	Caterham on the Hill Parish Council	68.00	Arranging new Councillor training for local Parishes (post elections).	Training
	<b>TOTAL</b>	<b>£6,034.24</b>		

*\*Payment in accordance with the Council's Scheme of Delegation*

*\*\* 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

App number	Address	Description	Village Council resolution
2021/440	12 Hillbury Road, Warlingham, CR6 9TA	Description Erection of hip to gable roof extension and rear dormer in association with conversion of loft space to habitable accommodation and installation of two front roof windows. (Application for a Certificate of Lawful Development for a Proposed use or Development)	No comment
2021/678	16 Whyteleafe Hill, Whyteleafe, CR3 0AA	Description Erection of single storey detached outbuilding to rear of property.	Cllrs raised concerns about the accuracy of the plans and issues to overlooking of neighbouring property. They also requested that the TDC Tree Officer be asked to review the potential of damage to significant trees as a result of this proposed development.
2021/685	11 Station Road, Whyteleafe, CR3 0EP	Description Erection of front boundary wall and side gate and fence along West View Avenue in association with parking to front of dwelling.	No objection.
2021/716	Land Adjacent to 26-32 Godstone Road, Whyteleafe, CR3 0EG	Description Removal of 2 x existing illuminated hoardings and upgrade 1 x hoarding to a self-illuminated digital poster (Advertisement Consent).	Cllrs noted that permission had already been granted by TDC.
2021/751	23 Court Bushes Road, Whyteleafe, CR3 0BJ	Description Erection of hip to gable enlargement, rear dormer roof extension and installation of three rooflights to front roof slope in connection with conversion of resultant loft space to habitable accommodation. (Certificate of Lawfulness for proposed development.)	No comment
2021/842	16 Court Farm Road, Warlingham, CR6 9BD	Description Erection of hip to gable front roof extension, dormer windows to side and rear roof slopes and raising roof height in association with conversion of loft space to habitable accommodation. Formation of bay window to front and landscaping works including external steps.	No objection

<b>App number</b>	<b>Address</b>	<b>Description</b>	<b>Village Council resolution</b>
2021/851	16 Court Farm Road, Warlingham, CR6 9BD	Description Landscaping works to garden incorporating re-levelling of land, retaining wall and associated steps, parking to front boundary and outbuilding to rear garden. (Retrospective)	No objection
2021/854	19 Downsway, Whyteleafe, CR3 0EW	Description Erection of a two-storey rear extension and dormer to south facing (side) roof slope.	Objection due to potential for overlooking from windows facing the neighbouring property.