



## Minutes of the Village Council meeting held on 13<sup>th</sup> September 2021

### Councillors (Cllrs) present:

Marcus Jones (Chair), Deano Cline,  
June Henty, Zach Jones and John Moffatt.

### Attending:

County & District Cllr Jeffrey Gray  
6 visitors (5 part)

### In attendance:

Simon Bold (Clerk)

Meeting started at **8:00pm** and closed at **10:30pm**

### 1. APOLOGIES FOR ABSENCE

Cllrs Sakina Bradbury and David Lee had provided their apologies prior to the meeting.

### 2. CODE OF MEMBERS' CONDUCT

Cllr M Jones declared a Disclosable Pecuniary Interest in respect of item 16. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

### 3. MINUTES

RESOLVED: That the Chair sign the minutes of the meeting of 12<sup>th</sup> July 2021 as a correct record. ACTION: The Clerk to display these minutes on the Council's notice boards and website. SBo

### 4. MATTERS ARISING

ACTION: In respect of arrangements for a meeting of the Village Council and iRama (the owners of the Whyteleafe Football Club Ground), Cllrs Cline, M Jones and Moffatt to provide the Clerk with an outline agenda to pass on to iRama's UK representatives. DC MJ JM SB

The Clerk confirmed that he had submitted the nomination of Whyteleafe Football Ground as an Asset of Community Value to Tandridge District Council (TDC) and also confirmed that the Allotment (and Scout Hut) site on Church Road had been accepted by TDC as an Asset of Community Value.

### 5. County Councillor's report on Surrey County Council (SCC) activities

County Cllr Jeffrey Gray reported on a number of issues of relevance to Whyteleafe.

### 6. District Councillors' reports on Tandridge District Council activities

District Cllr Gray reported on a number of issues relating to the District and Whyteleafe.

*Cllr Cline temporarily left the meeting during the above item and returned prior to item 7. The meeting was briefly adjourned during item 7.1*

### 7. TRANSPORT AND HIGHWAYS

1. Cllr Z Jones and Cllr Cline had visited all the sites in Whyteleafe featured in the current Tandridge Parking Review. ACTION: Cllr Z Jones to circulate a summary of comments for review by all Cllrs. ZJ ALL

Cllrs discussed a proposal from SCC that, subject to Village Council funding, a replacement Vehicle Activated Sign (VAS) could be installed on Whyteleafe Hill. RESOLVED: In light of the fact that SCC had given its commitment to

fund the replacement of two VAS on the Godstone Road, Cllrs agreed expenditure of £2,500 from Community Infrastructure Levy Reserves for the VAS on Whyteleafe Hill. ACTION: The Clerk to instruct SCC to proceed on this basis. SBo

ACTIONS: All Cllrs to nominate possible locations for disabled car parking spaces on the highway in Whyteleafe (e.g. central shopping location) to Cllr Lee – all nominations to be discussed at the next Council meeting. ALL

ACTION: Cllr Lee was chosen by Cllrs to investigate how the Council might utilise funding from SCC's project Horizon (highway maintenance investment programme) for repairs and improvements to the Godstone Road in Whyteleafe. DL  
The Clerk to liaise with Cllr Lee after the meeting. SBo

Cllrs gave their backing to the concerns raised by the East Surrey Transport Committee (ESTC) in respect of changes to the 433 bus service. ACTION: The Clerk to submit the views of the Council to Transport for London once a full briefing note had been received from the ESTC. SBo

Cllr Cline reported that Southern Railways' 'Passenger Fund' was now fully allocated across the region. Cllr Henty advised that she believed that a bench for the southbound platform of Whyteleafe South was due to be re-instated.

2. ACTION: Cllr Cline agreed to report any issues with respect to signage at the roundabouts in Whyteleafe to SCC using the appropriate 'Report-It' webpages. DC

3. Cllrs briefly discussed the current consultation by SCC in respect of its draft Surrey Transport Plan 2022-2032 and decided not to take any action at this time.

## 8. RESIDENTS' CONSULTATIVE MEETING

All Cllrs felt that the informal meeting with residents at Whyteleafe Recreation Ground on the 11<sup>th</sup> September was a great success and a good way in which to reach-out to the local community and exchange ideas and views. Cllr M Jones expressed his gratitude to the local MP Claire Coutinho, Deputy Leader of SCC Becky Rush and County and District Cllr Jeffrey Gray for attending and contributing to discussions. SBo

ACTION: The Clerk to write to all residents who left their contact details to thank them for their ideas and/or offers of help.

Cllrs felt that a similar meeting, perhaps every six months, would work well and suggested April 2022 as a possibility, particularly as this could be combined with the Annual Parish Assembly (due between March and May).

Cllrs also felt that the marketing of future events could be approached in different ways (e.g. 'Mailchimp', leaflets alongside noticeboards) in order to encourage even greater participation.

*Cllr Cline temporarily left the meeting during 9.1 and returned prior to item 9.2*

## 9. STRATEGIC PLANNING

1. ACTION: Cllrs M Jones and Moffatt offered to attend a meeting with members of other Neighbourhood Plan Parishes to discuss a joint Resilience and Emergency Plan. The Clerk to advise Caterham Hill Parish Council of the Council's support and willingness to help take the project forward. MJ  
JM  
SBo

2. Cllrs provided an update on projects either underway or completed as follows:

- Cllr Henty confirmed that public defibrillators had been installed at Whyteleafe and Whyteleafe South railway stations. She would also continue to seek greater use of the Tandridge Befriending Scheme across Whyteleafe.
- Cllr Z Jones had started work to look for potential external sources of funding for Council projects.
- Cllr Moffatt confirmed that the Planning Committee had been set up and had met a couple of times. All active members had received third party training on planning.

- Cllr Cline had organised the Council's public consultation meeting at the Recreation Ground and would now look at the viability of a Christmas market in Whyteleafe.
  - Cllr M Jones confirmed that he had prepared a number of news articles, ahead of time, for publication in the Caterham Independent and CR3 magazine.
3. Cllr Z Jones felt that some of the proposed completion dates for his priority projects were over-optimistic. For example, he felt that researching third party fund-raising opportunities and understanding the complexity of each bidding process was likely to be time-consuming.
- Cllrs declined an enquiry from TDC to fund an additional piece of gym equipment at Whyteleafe Recreation Ground - Cllrs preferred to consider request for ongoing support of the refurbishment of the Trim Trail. ACTION: The Clerk to advise TDC.

ACTION: The Clerk and Cllr Bradbury to arrange, with TDC, a review of street litter bins to the south and north of central Whyteleafe. Thereafter, Cllrs felt that Cllr Bradbury should consider a review of bins at Whyteleafe Recreation Ground.

SBr  
SBo

## 10. FINANCE

1. Cllrs acknowledged receipt of the Council's (unaudited) Financial Statement and Reserves Summary (as at 31 August 2021) circulated by the Clerk prior to the meeting. No questions or queries were raised.
  2. The Clerk set out the time-line for production of the Council's 2022/23 budget starting with agreement of the Council's priority projects and estimated costs by November and ending with a draft budget in December ready for final approval, along with the Council's precept, at the Council's January 2022 meeting.
  3. The Clerk emphasised the need for the Council to spend in accordance with its budget and stated goals. He also reminded Cllrs of the Internal Auditor's observation that the Council's general reserves were relatively high. Cllr M Jones added his support to the call for the Council to spend in accordance with its overall budget figure and utilise its Community Infrastructure Levy reserves for the benefit of the community.
- The Clerk reminded Cllrs that all requests for expenditure must be approved by the full Council with all procurement, orders and invoices processed through the Clerk (acting as the Council's Responsible Finance Officer). He added that any VAT invoice payable by the Council must have 'Whyteleafe Village Council' and the full VAT details clearly displayed.

*Cllr Henty temporarily left the meeting during items 11.1 and 11.2 and returned prior to item 11.3*

## 11. GRANTS

1. Cllrs briefly discussed the Council's Grant Scheme and agreed not to change any of the qualifying criteria but to extend the deadline of submissions to 31<sup>st</sup> October 2021. ACTION: The Clerk to upload the amended Grant Application Form to the Council's website and publicise via the Council's website and notice boards.
2. ACTION: Cllr Z Jones and the Clerk agreed to work together to collate information about potential third party sources of funding for Council projects.
3. ACTION: Cllr Z Jones to also investigate potential sources of funding for very large projects and schemes. He would start with SCC's "Your Fund Surrey Community Projects" which the Clerk felt provided a great deal of useful information including a step-by-step guide to the bidding process.

SBo

ZJ

SBo

ZJ

## **12. INTERNAL AND EXTERNAL AUDIT UPDATES**

1. The Clerk confirmed that nothing had been received, as yet, in respect of the conclusion of the external audit 2020/21.
2. The Clerk had circulated details of the proposed interim Internal Audit to Cllrs prior to the meeting. ACTION: The Clerk to arrange and attend this meeting on behalf of the Council. SBo

## **13. PLANNING**

1. Cllr Moffatt provided a verbal report of the Planning Committee meetings of 26th July and 23rd August 2021.
2. Cllrs noted that no planning application had, as yet, been submitted by Aldi in respect of the old Mercedes Garage site on the London Road, Caterham.

## **14. EVENTS (PUBLIC) AND MEETINGS OF OUTSIDE BODIES.**

1. RESOLVED: Cllrs agreed expenditure of up to £200 towards the shared referendum costs for the recently adopted Caterham, Chaldon and Whyteleafe Neighbourhood Plan. ACTION: The Clerk to arrange payment using the Council's Neighbourhood Plan earmarked reserve. SBo
2. Cllr Z Jones was appointed as the Council's representative to the West Wickham, Spring Park and Coulsdon Commons Consultation Group. ACTION: The Clerk to advise the Group's secretary. SBo

## **15. ITEMS OF PUBLICITY AND INFORMATION**

Cllr M Jones confirmed that he had already prepared the articles for publication in both the Caterham Independent and CR3 magazine. ACTION: The Clerk to obtain the monthly submission deadline for the Caterham Independent and submit the next article in time. SBo

## **16. PAYMENTS AND EXPENDITURE**

Cllrs acknowledged receipt of the list of payments which had been circulated prior to the meeting (see Appendix 1: Schedule of Payments). RESOLVED: To authorise all payments. ACTION: The Clerk to dispense these payments. SBo

Cllrs agreed to expenditure relating to winter hanging baskets through to May 2022 from the relevant budget line. ACTION: The Clerk to instruct the contractor to proceed. SBo

Cllrs agreed the expenditure of approximately £250 relating to the interim Internal Audit (see item 12.2).

## **17. NEXT MEETING(S)**

1. The next scheduled meeting to take place on Monday 11<sup>th</sup> October 2021 at 7:45pm at St Luke's Church, Whyteleafe Hill, Whyteleafe. The Clerk provided provisional dates for further Council meetings through to the end of the year. ALL  
DC
2. Cllrs Cline, Z Jones and Moffatt confirmed their availability to attend the next scheduled Planning Committee meeting of 27 September 2021. ZJ  
JM

## **SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960.**

None.

## Appendix 1: Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>	<b>Budget Line</b>
086*	Simon Bold	**	Clerk's salary for July 2021	Staff costs
087*	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for July.	Staff costs
088	Tandridge District Council	2,466.94	Election costs (6 <sup>th</sup> May 2021)	Earmarked reserve
089	Mulberry & Co	192.00	Planning Training for Planning Committee members	Training
090	Simon Bold	**	Clerk's salary for August 2021	Staff costs
091	Simon Bold	47.24	Reimbursement of cost incurred in July and August 2021	Office
092	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for August	Staff costs
093	Marcus Jones	152.50	Reimbursement of costs relating to the Residents' Consultative Meeting	Publicity
094	A Siddall	220.00	Community Garden maintenance and grass cutting in July and August	Groundworks
095	East Surrey Transport Committee	10.00	Annual affiliation fee (2021/22)	Affiliation
096	Tandridge District Council	284.40	Additional street cleaning in June and July 2021	Flood mitigation
	<b>TOTAL</b>	<b>£5,930.90</b>		

\* Paid 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.