



Minutes of the Village Council meeting held on 8th November 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
 3 visitors (all part)

In attendance:

Simon Bold (Clerk)

Meeting started at **8:00pm** and closed at **10:27pm**

1.	APOLOGIES FOR ABSENCE None (all Cllrs present).	
2.	CODE OF MEMBERS' CONDUCT No 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 13 th September 2021 as a correct record. ACTION: The Clerk to display these minutes on the Council's notice boards and website.	SBo
4.	MATTERS ARISING The Clerk advised that he would chase-up both Tandridge District Council and Surrey County Council respectively for progress in respect of the Village Council's Asset of Community Value application (Whyteleafe Football Club) and installation of a Vehicle Activated Sign (on Whyteleafe Hill).	SBo
	<i>At this point, the meeting was temporarily adjourned.</i>	
5.	CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN (CCWNP) 1. Cllrs agreed, in principle and subject to their agreement of related Terms of Reference and membership of the Group by two Village Cllrs (see items 5.2 and 5.3 below), to establish a Joint Committee, to be known as the CCWNP Implementation Group, with Council members from Caterham on the Hill Parish Council, Caterham Valley Parish Council and Chaldon Village Council. 2. Cllrs reviewed the draft Terms of Reference for the CCWNP Implementation Group circulated prior to the meeting. Cllrs to provide their written comments to fellow Cllrs and the Clerk by the end of the week. The Clerk to pass all comments to the Clerks of the other Councils (see 5.1) for comment by their respective Cllrs and, if applicable, revised Term of Reference to be circulated for further review and comment prior to the Council's next meeting. 3. The Village Council's Implementation Group's members to be agreed, if applicable, at a future meeting.	ALL SBo
6.	COUNTY COUNCILLOR'S REPORT ON SURREY COUNTY COUNCIL (SCC) ACTIVITIES County Cllr Jeffrey Gray reported on a number of issues of relevance to Whyteleafe.	

	<p>He took the opportunity to confirm that the closing date for applications under the Members' Community Allocation will be 31 January 2022.</p> <p>He invited the Village Council to work with him on future highways schemes and added that he would have a modest amount of funding available, via the SCC Members' Highways Allowance, in 2022/23.</p>	
7.	<p>DISTRICT COUNCILLORS' REPORTS ON TANDRIDGE DISTRICT COUNCIL (TDC) ACTIVITIES</p> <p>District Cllrs Gray and Lee reported on a number of issues relating to the District Council and Whyteleafe.</p>	
8.	<p>FINANCE</p> <p>Cllrs acknowledged receipt of the Council's latest financial summaries for 2020/21 (unaudited) circulated prior to the meeting.</p> <p>The Clerk reminded Cllrs of the need to utilise approximately £10,000 of Community Infrastructure Levy (CIL) funds before the end of the financial year in accordance with TDC's CIL Guidance Note no.8.</p>	ALL
9.	<p>STRATEGIC PLANNING</p> <p>1. Cllrs discussed a number of potential priorities including working with other Councils and agencies with respect to community resilience e.g., flood mitigation. Cllr Bradbury provided an estimate of costs for the replacement of railings running either side of the Godstone Road on the approach (heading north) to and around Whyteleafe Roundabout. She indicated that options could include painting some railings, replacing others and incorporating planters. The Clerk pointed out that a substantial contract of this nature would require quotes from at least three contractors, and possibly a tendering process, in accordance with the Council's Financial Regulations. Other Cllrs provided some additional project ideas, such as CCTV and highways work (to mitigate flood risk) and all agreed that estimated costs for these other projects should be obtained as well.</p> <p>Cllr Z Jones provided a summary document to Cllrs to facilitate a discussion about reducing litter in two local parks. RESOLVED: To fund the replacement of open-topped litter bins, near the main entrance to Whyteleafe Recreation Ground and the top and bottom car parks in Manor Park, with new lidded litter bins at a cost of £1,400 (using available funds from the Council's 'Recreational Space' Earmarked Reserve of £5,000). This was based on the understanding that the cost of the removal of existing bins, delivery and installation of new bins would be met by TDC. The Clerk to procure via TDC.</p> <p>2. Cllrs Lee and Moffatt had circulated an update on their priority projects prior to the meeting. These included some estimated costs for inclusion in 2022/23 budget discussions. Cllr M Jones asked all Cllrs to provide details of projects and related costings to the Clerk by Friday 12th November.</p>	ALL SBo ALL
10.	<p>TRANSPORT AND HIGHWAYS</p> <p>Cllrs nominated the conversion of one existing parking space into a disabled parking facility on the Godstone Road outside the Post Office in central Whyteleafe (e.g., the first space in the row). The Clerk to submit a request to SCC Highways for their assessment and, if agreed, implementation.</p>	SBo
11.	<p>GRANT SCHEME 2021/22</p> <p>One completed grant application had been received by the Clerk in October and circulated to Cllrs prior to the meeting.</p> <p>RESOLVED: To grant £500 (from remaining funds in the Council's grant budget) to the Caterham and Warlingham Citizens Advice (<i>General Power of Competence</i> –</p>	

	<i>Localism Act 2011, s1 to 8</i>) in support of the development of debt advisory services covering the local area including Whyteleafe. The Clerk to dispense this payment and notify the applicant in writing.	SBo
12.	<p>EVENTS (PUBLIC) AND MEETINGS OF OUTSIDE BODIES.</p> <p>Cllrs discussed whether to install a Christmas Tree in the centre of Whyteleafe at which festive events, such as carol singing, could be held. Cllr M Jones provided examples of costs and the availability of joint funding from local groups and organisations. RESOLVED: To install a secure tree planting socket outside the Whyteleafe Tavern, next to Whyteleafe Roundabout, at a cost of £825 (ex-VAT) using CIL funds. Cllrs felt this initial capital expenditure would both reduce installation costs, and help encourage greater community spirit, for many years to come. Cllrs also approved expenditure up to £190 (ex-VAT) on a 15' Christmas Tree, using available funds from the festive lights budget, on the understanding that the cost of delivery and installation of the tree would be third party funded (approx. cost £450 + VAT). The Clerk to procure the items funded by the Council and liaise with the Whyteleafe Tavern.</p> <p>Cllr Cline volunteered to coordinate related events on behalf of the community.</p> <p>Cllrs acknowledged that the next Tandridge Local Committee was scheduled for 3 December 2021 at which the Tandridge On-Street Parking Review 2021/22 would be discussed prior to wider public consultation.</p> <p>Cllr Cline to attend the Remembrance Sunday commemoration at St Luke's Church and lay a wreath on behalf of the Council and community of Whyteleafe.</p>	SBo DC DC
13.	<p>PLANNING</p> <ol style="list-style-type: none"> 1. Cllr Moffatt provided a brief verbal report on the Planning Committee meetings of 27th September and 25th October 2021. 2. Cllrs discussed the scheduled Planning Committee meeting of 29th November and the likely inclusion of the planning application relating to the former Mercedes garage site in Caterham. The Clerk to accept an invitation from representatives of Aldi to attend the meeting (and make a short presentation). 3. Cllrs discussed a draft policy prepared by Cllr Moffatt, and circulated prior to the meeting, on the procedural approach to meetings with developers. RESOLVED: To adopt the Policy. The Clerk to issue and post to the Council's website. 4. Cllrs discussed whether to participate in SCC's Surrey Local Heritage List Project 2021/22 and decided that no action was required. 	SBo SBo
14.	<p>PUBLICITY AND INFORMATION</p> <p>Cllr Moffatt had prepared the next CR3 article on the subject of the Council's Planning Committee and Cllr M Jones offered to prepare the next article for the Caterham Independent on the subject of flooding.</p> <p>The Clerk to send these articles to the respective editors prior to the copy deadline dates.</p>	JM MJ SBo
15.	<p>EXTERNAL AUDIT</p> <p>The Clerk had circulated, prior to the meeting, the External Auditor's report and Certificate for the year ending 31 March 2021 – no issues or other matters had been raised and therefore no action was deemed necessary.</p> <p>The Clerk had already uploaded a copy of the Notice of Conclusion of Audit to the Council's website and placed a copy on the Council's notice boards prior to 30th September 2021.</p>	
16.	<p>PAYMENTS AND EXPENDITURE</p> <p>Cllrs acknowledged receipt of the list of payments which had been circulated prior to</p>	

	the meeting (see Appendix 1: Schedule of Payments). RESOLVED: To authorise all payments. ACTION: The Clerk to dispense these payments.	SBo
17.	NEXT MEETING(S) 1. The next scheduled meeting to take place on Monday 6 th December 2021 at St Luke's Church, Whyteleafe Hill, Whyteleafe. 2. Cllr Bradbury confirmed her availability to attend the next Planning Committee meeting on 29 th November 2021.	ALL SB
	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960. None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
330*	Simon Bold	**	Clerk's salary for September 2021	Staff costs
331*	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for September.	Staff costs
332*	HM Revenue & Customs	618.24	PAYE (Tax & NI) for Q2. Of 2021/22	Staff costs
333*	Tandridge District Council	284.40	Additional street cleaning in August and September 2021	Flood mitigation
334*	PCC of St Luke Whyteleafe	90.00	Meetings between 26 th July and 11 th October 2021	Hall hire
335	PKF Littlejohn LLP	360.00	Charge for annual external audit for the year ending 31 March 2021	Audit
336	CJS Plants Ltd	312.00	Winter hanging baskets at Village entry signs through to May 2022	Hanging baskets
337	A Siddall	110.00	Community garden maintenance and additional grass cutting in September	Groundworks
338	Simon Bold	**	Clerk's salary for October 2021	Staff costs
339	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for October.	Staff costs
340	Simon Bold	137.33	Reimbursement of costs incurred by the Clerk in September and October	Office
	TOTAL	£4,469.79		

* 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.