



Minutes of the Village Council meeting held on 10th January 2022

Councillors (Cllrs) present:

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

Attending:

none

In attendance:

Simon Bold (Clerk)

Meeting started at 7:50pm and closed at 9:36pm

1.	APOLOGIES FOR ABSENCE Cllr June Henty had provided her apologies prior to the meeting.	
2.	CODE OF MEMBERS' CONDUCT No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.	
3.	DISPENSATION(S) The Clerk confirmed that a dispensation was in place so that the Council could remain quorate during item 7.2 (see below).	
4.	MINUTES RESOLVED: That the Chair sign the minutes of the meeting of 8 th November 2021 as a correct record. ACTION: The Clerk to display these minutes on the Council's notice boards and website.	SBo
5.	MATTERS ARISING The Clerk confirmed that he was waiting to receive litter bin contractor details from Tandridge District Council (TDC) to enable him to order replacement bins for the main entrance area of Whyteleafe Recreation Ground. Following this, he would then arrange a site meeting with TDC staff, Cllrs Cline and Bradbury to review the possibility of additional street bins for the northern and southern stretches of the Godstone Road (A22).	SBo DC SBr
6.	CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN (CCWNP) 1. Cllrs considered the draft CCWNP Implementation Group Terms of Reference which had been circulated prior to the meeting – a number of amendments were proposed. The Clerk to liaise with Cllr M Jones before sending the Council's feedback to Cllr Jeremy Webster of Caterham Valley Parish Council for his consideration. 2. Cllrs deferred any decision on nominating members to the Implementation Group.	SBo MJ
7.	FINANCE 1. Cllrs acknowledged receipt of the financial statement to 31 December 2021 and the summary of current reserves which the Clerk had circulated prior to the meeting. The Clerk confirmed that there was little change from the variances reported for Q.2. and that the Council was currently running below budget. In addition, he reminded Cllrs of the need to commit approximately £9,500 of Community Infrastructure Levy (CIL) reserves before the financial year end. 2. Cllrs reviewed the proposed budget for 2022/23 which the Clerk had drawn up	

	<p>following a meeting of Cllrs in December. £2,500 was added to the grants budget, as an exception, to enable the funding of local groups involved in the Queen's Platinum Jubilee celebrations. Cllrs approved the budget and precept for 2022/23 which had been proposed by Cllr M Jones and seconded by Cllr Lee. The Clerk to write to TDC (by mid-month) advising them of the Village Council's precept for the next financial year.</p> <p>3. The Clerk brought to Cllrs' attention the Council's Project Initiation Policy (for reference in respect of medium to large projects) and a template used when making proposals for consideration by fellow Cllrs ahead of Council meetings. Cllr M Jones added his support to setting down information and circulating it before meetings in order to help others. Cllrs agreed to support this way of working in future.</p> <p>4. Cllrs agreed that the Clerk should:</p> <p>a. Make enquiries about a suitable on-line bank account for the Council and provide a proposal for consideration by Cllrs before the financial year-end.</p> <p>b. Attend an on-line demonstration of financial software with Cllr Z Jones and, if considered suitable, compile information to enable Cllrs to consider its adoption ahead of the start of the next financial year.</p>	<p>SBo</p> <p>ALL</p> <p>SBo</p> <p>SBo ZJ</p>
<p>8.</p>	<p>STAFF & TRAINING</p> <p>1. Cllrs approved the Clerk's appraisal that had been conducted by Cllr M Jones after he had canvassed the views of fellow Cllrs. Cllr M Jones added that he intended to review the appraisal process. Cllr Moffatt asked that the process continue to honour the arrangements set out in Standing Orders (Handling Staff Matters Chapter 19).</p> <p>2. Cllrs approved expenditure to enable Cllrs Cline and M Jones to attend the National Association of Local Councils' on-line event "Levelling Up The Nation and Our Communities" at a cost of £30 each (funds available from the Council's training budget). The Clerk to make these bookings.</p>	<p>MJ</p> <p>DC MJ</p> <p>SBo</p>
<p>9.</p>	<p>COMMUNITY RESILIENCE</p> <p>1. Cllr M Jones advised that he would be attending a meeting of other Chairmen of local Parish and Village Councils to discuss joint cooperation in respect of Emergency Planning. He will report back to Cllrs.</p> <p>The Clerk summarised the Council's Snow Clearance Procedures (document) for the benefit of new Cllrs and advised that there was a need for new volunteers to enable the scheme to work. Cllr Cline offered to obtain names of potential volunteers and provide these to the Clerk.</p> <p>The Clerk advised Cllrs of the current groundwater level for the Whyteleafe area and explained its relevance in the context of the winters of 2019/20 and 2020/21. He reported that the situation can change rapidly, particularly during the months of December to February when a sustained period of either wet or dry weather will normally determine the level of flood risk (from groundwater) for the area. He concluded that the Village Council needed to be ready to assist the other agencies involved with flood (i.e., the County Council, Environment Agency) whenever groundwater reached levels above the long-term average.</p> <p>Cllr Cline agreed to represent the Village Council in any future discussions with the District and County Council on the topic of flood – the Clerk to contact District Cllr Gray, in the first instance, to arrange a meeting to discuss the local situation in greater detail. Cllr Henty to be invited to attend as well.</p> <p>Cllr Cline agreed to be the Council's representative with respect to a Surrey County Council (SCC) initiative to create planning policies relating specifically to flood. The Clerk to advise County Cllr Jeremy Webster of this.</p> <p>2. The Clerk to circulate details of the SCC Members' Community Allocation funding (and other sources of SCC funding for local community groups) to Cllrs</p>	<p>MJ</p> <p>DC</p> <p>DC SBo</p> <p>JH</p> <p>SBo</p>

	for their information. Cllrs noted that the deadline for applications to this year's Members' Community Allocation was 31 January 2022.	
10.	<p>TRANSPORT AND HIGHWAYS</p> <p>The Clerk advised that details of the public consultation in respect of the Tandridge Parking Review 2021-22 had not, as yet, been released by SCC. Once available, Cllrs and members of the public would be able to send comments to SCC.</p> <p>The Clerk to approach County Cllr Gray to seek his views on the addition of a disabled parking bay to the existing bays outside the Post Office in the centre of Whyteleafe - if supportive, the Village Council to consider a submission, via the Tandridge Local Committee, to the next Tandridge Parking Review 2022-23.</p> <p>The Clerk to contact the local SCC Highways team to seek their views on preventing pavement parking in central Whyteleafe by the use of bollards on the pavement. The Clerk to report back at a future meeting.</p>	SBo SBo
11.	<p>EVENTS (PUBLIC) AND MEETINGS OF OUTSIDE BODIES.</p> <p>The Clerk mentioned the statutory dates for an Annual Parish Assembly (pending the easing of COVID-19 restrictions) and that the Council should begin thinking about this event in terms of topics, speakers and format (see also 15.1).</p> <p>Cllrs briefly discussed the proposals by the Royal Household for the Queen's Platinum Jubilee weekend celebrations in June 2022 which centred around street parties, picnics and the concept of "The Big Jubilee Lunch".</p>	ALL
12.	<p>PLANNING</p> <p>Cllr Moffatt provided a brief verbal report on the Planning Committee meetings of 29th November and 20th December 2021.</p>	
13.	<p>PUBLICITY AND INFORMATION</p> <ol style="list-style-type: none"> 1. Cllr M Jones had circulated an article to Cllrs for publication in the February editions of CR3 magazine and the Caterham Independent. The Clerk to send the article to the editors before their respective deadlines. Cllr M Jones confirmed that, in future, both publications would receive the same information. 2. Cllrs briefly considered TDC's draft Statement of Policy (in respect of Licensing arrangements) and the call for evidence in respect of the Surrey Hills AONB Boundary Review. It was decided that no action was required in each case. 3. M Jones, in his capacity as a member of the Whyteleafe Community Hub, provided a brief report on the creation of a community building for Whyteleafe. He advised that following a fact-finding meeting with a representative of the Hurst Green Community Centre, members of the Whyteleafe Community Hub had shared their idea with Your Fund Surrey and had the intention of establishing a Board of Trustees in order to drive the project forward. 	SBo
14.	<p>PAYMENTS AND EXPENDITURE</p> <p>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.</p> <p>The Clerk to write a 'thank you' letter to AFC Whyteleafe for their donation towards the delivery of the Christmas Tree for Whyteleafe – Cllr Cline to provide the relevant contact details to the Clerk</p> <p>Cllrs also agreed expenditure of £45 for the removal and disposal of the Christmas Tree in central Whyteleafe (to be funded from the Council's Winter Decorations budget).</p> <p>The Clerk to investigate the cost of picnic benches which might replace the existing benches in Whyteleafe Recreation Ground adjacent to the Pavilion Café – Cllrs were mindful that before taking this further, the current owner of the benches should be consulted to see whether there is an intention to replace.</p>	SBo SBo DC SBo

15.	NEXT MEETING(S) 1. Cllrs acknowledged receipt of the schedule of 2022 meeting dates provided by the Clerk. 2. Cllrs Cline, Z Jones and Moffatt confirmed their availability to attend the next Planning Committee meeting on 24 th January 2022.	DC ZJ JM
	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
341	Caterham & Warlingham CAB	500.00	Grant Award	Grants
342*	Simon Bold	**	Clerk's salary for November 2021	Staff costs
343*	Surrey Pension Fund	276.19	Employee and employer pension contributions for November.	Staff costs
344	- SPOILED -	00.00	- SPOILED -	N/A
345	PCC of St Luke Whyteleafe	60.00	Meetings from 25 th October to 20 th December 2021	Hall hire
346	A Siddall	180.00	Community Garden maintenance October to December 2021.	Groundworks
347	Mitchells of Horley Ltd	1,530.00	To install ground socket and erect Christmas Tree (£1,275 ex-VAT)	CIL
348	J S Greenwood	224.40	Supply of Christmas Tree (£187 net)	Winter decorations
349	Simon Bold	**	Clerk's salary for December 2021	Staff costs
350	Surrey Pension Fund	276.19	Employee and employer pension contributions for December 2021	Staff costs
351	Simon Bold	55.16	Reimbursement of costs incurred	Office
352	CJS Plants Ltd	1,138.50	Spring hanging basket display and maintenance (£948.75 net of VAT)	Hanging baskets
353	Netwise Training Limited	552.00	Council website and email services (£460 ex-VAT)	Website
354	EML Installations Ltd c/o Ultralite	7,440.00	Festive street light motifs 2021/22 (£6,200 ex-VAT)	Winter decorations
355	London Green Belt Council	25.00	Annual subscription w.e.f. January 2022	Affiliations
356	Tandridge District Council	284.40	Additional street cleaning in October and November 2021	Flood mitigation
	TOTAL	£14,547.28		

**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.*