



Minutes of the Village Council meeting held on 14th March 2022

Councillors (Cllrs) present:

Marcus Jones (Chair), Sakina Bradbury, Deano Cline,
 June Henty and Zach Jones

Attending:

none

Meeting started at **8:00pm** and closed at **10:15pm**

In attendance:

Simon Bold (Clerk)

1.	APOLOGIES FOR ABSENCE Cllrs David Lee and John Moffatt had provided their 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.	MINUTES RESOLVED: That the Chair sign the minutes of the meeting of 14 th February 2022 as a correct record. The Clerk to display copies of the minutes on the Council's notice boards and website.	SBo
4.	CATERHAM, CHALDON AND WHYTELEAFE NEIGHBOURHOOD PLAN (CCWNP) In respect of the CCWNP Implementation Group, Cllrs agreed the following: 1. the Group's revised Terms of Reference circulated prior to the meeting. 2. that Cllrs Cline and Moffatt be the Village Council's Implementation Group members with Cllr Bradbury acting as a substitute in their absence. The Clerk to advise the CCWNP Implementation Group of the above.	SBo
5.	PUBLIC EVENTS 1. Cllrs discussed the arrangements for the Annual Village Meeting scheduled for 24 th March 2022. A number of local groups had accepted invitations to participate in the meeting, including the 'First Responders' who would give a demonstration of how to use a defibrillator in an emergency. Cllr M Jones to produce a poster to publicise the event. Cllr Cline to distribute copies to local retailers and the Clerk to place copies on the Council's notice boards and website. Cllrs approved a maximum of £50 for refreshments (e.g., teas, coffees and biscuits) for the event. 2. Cllr M Jones advised that a Queen's Platinum Jubilee Committee had been established for Whyteleafe which comprised of around twelve individuals who were involved with local community groups and/or had experience organising community events. This Committee was looking to organise multiple events in Whyteleafe as part of the national celebrations. Cllr M Jones added that he expected the Committee to make an application to the Village Council for funds using the Council's Grants Award Scheme (see also item 8.2).	MJ DC SBo



<p>6.</p>	<p>ENVIRONMENTAL ENHANCEMENTS, APPEARANCE AND AMENITY</p> <p>Cllr Bradbury asked that Cllrs consider her proposals with respect to either replacing or painting some of the railings around the centre of Whyteleafe. She had handed around details of indicative costs prior to the start of the meeting and Cllr M Jones had also provided a list of key information required to take discussions forward.</p> <p>Cllrs reviewed the information provided and expressed their appreciation to Cllr Bradbury for all her efforts to bring this proposal forward. To this end, it was agreed that financial information needed to be clearly set out using a spreadsheet (or table of figures) accompanied by a short-written summary setting out key information (the format for proposals had previously been discussed and agreed at the 7th January 2022 meeting, item 7.3). Cllr Bradbury to continue with her research helped, where necessary, by the Clerk and to bring back a proposal to a future meeting.</p> <p>Cllr Bradbury also raised an idea to plant an orchard at Whyteleafe Recreation Ground as part of the commemorations for the Queen’s Platinum Jubilee. The Clerk reminded Cllrs of a future site meeting with Tandridge District Council (TDC) and other stakeholders at the Recreation Ground which had been arranged in accordance with discussions at the February Council meeting. Cllr Z Jones confirmed that he was unable to attend and Cllr Lee was now doubtful but Cllr Bradbury was available and Cllr M Jones agreed to join – this would enable details of tree planting, amongst other things, to be discussed in greater detail with TDC.</p> <p>Cllrs felt that a follow-up meeting of the Council before the end of March would enable a tree planting proposal, prepared by Cllr Bradbury, to be considered (see also item 12).</p>	<p>SBr SBo</p> <p>SBr MJ</p> <p>SBr</p>
	<p><i>Cllr Cline temporarily left the meeting during item 6.</i></p>	
<p>7.</p>	<p>COMMUNITY RESILIENCE</p> <p>Cllr M Jones provided a verbal progress report with respect to local Emergency Response Plans. A meeting of local Parish Council chairs had recently taken place at which he had reported the problems encountered trying to have a large tree (and damaged lighting column) cleared by SCC from the highway on Whyteleafe Hill during widespread storms. Both TDC and Surrey County Council (SCC) Cllr Becky Rush had agreed to review the circumstances and provide feedback that could help inform and improve the effectiveness of the Plans currently waiting approval. Cllr M Jones to provide further news, when it happens, and to present a Plan for approval at a future meeting.</p>	<p>MJ</p>
<p>8.</p>	<p>FINANCE</p> <ol style="list-style-type: none"> 1. Cllrs approved the Council’s current List of Assets that had been circulated by the Clerk prior to the meeting. 2. Cllrs agreed the terms of the Council’s Grant Award Scheme for 2022/23 and that any application with respect to the Queen’s Platinum Jubilee must be submitted to the Council by the 31st March and that any other application(s), in relation to the first half of the year, must be made by 30th 	



	<p>April 2022. The Clerk to place a copy of the updated application form on the Council's website and add a promotional poster to the Council's noticeboards.</p> <p>Cllr Z Jones requested that any grant awards made during the coming year in respect of the Queen's Platinum Jubilee be separately recorded for the sake of clarity. The Clerk to format financial reports for 2022/23 accordingly.</p> <p>3. The Clerk had circulated, prior to the meeting, details of the National Salary Awards effective 1st April 2021. He advised that, as a result, back-dated pay would be calculated prior to the next Council meeting.</p>	<p>SBo</p> <p>SBo</p> <p>SBo</p>
	<p><i>Cllr Z Jones reconciled the Council's Financial Statement 2021-22 as at 28 February 2022 with copies of the Council's bank account and Public Sector Deposit Fund statements for the Clerk to file and present to the auditors.</i></p>	
9.	<p>TRANSPORT AND HIGHWAYS</p> <p>The Clerk provided a summary of the comments he had received from County Cllr Jeffrey Gray in respect of a number of ongoing highways matters specific to Whyteleafe.</p> <p>The Clerk to submit two questions to the next Tandridge Local Committee seeking the addition of a dedicated disabled car park space to the row of on-street parking spaces adjacent to the Post Office in central Whyteleafe, and also to request a review of pedestrian safety at the crossing point on the A22 nearest the junction with Station Road.</p> <p>Cllrs requested that the County Cllr Gray consider, in conjunction with Highways Officers, the feasibility of: bollards on the pavement outside the Tesco store on the A22 to deter on-street parking at this location; one or two bollards on the pavement at the controlled crossing in central Whyteleafe (to deter vehicles driving up onto the pavement) and to investigate how the gully clearance regime could be improved in flood-prone areas of Whyteleafe. The Clerk to write to the County Cllr Gray on this basis.</p> <p>Cllr Cline to contact the Caterham Flood Action Group for information about the drain and gully clearance regime in flood prone areas of Caterham Hill and to report back with his findings.</p> <p>Cllr Cline provided a brief summary of news from the East Surrey Transport Committee and agreed to circulate the minutes of their 9th March meeting (once available).</p> <p>The Clerk advised that SCC intended to re-surface the A22 between Whyteleafe South Station and no.380 Godstone Road in the next financial year 2022/23. In addition, he advised that organisational changes were planned for SCC Highways but that detailed information was not, as yet, available.</p>	<p>SBo</p> <p>SBo</p> <p>DC</p> <p>DC</p>
10.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>1. The Clerk provided confirmation of TDC's listing of Whyteleafe Football Ground as an Asset of Community Value following the nomination by the Village Council.</p> <p>2. The Clerk briefly outlined a national Civility & Respect Project created by the National Association of Local Councils and the Society of Local Council Clerks. Cllrs agreed that the Council should write to the local MP Claire</p>	<p>SBo</p>



	<p>Coutinho seeking her backing to raise this important subject in parliament.</p> <p>3. Cllr M Jones to write the Council's next CR3 magazine article (for publication in May) on the subjects of Whyteleafe Football Ground and, if space allows, the reinstatement of an operational Vehicle Activated Sign (VAS) on Whyteleafe Hill.</p>	MJ
11.	<p>PAYMENTS AND EXPENDITURE</p> <p>The Clerk had circulated a list of payments prior to the meeting. In addition to this, Cllrs discussed additional expenditure relating to a second Queens Jubilee commemorative plaque bringing the total cost for two plaques to £319.98 (£120 had previously been considered at the February 2022 meeting). The full and final list of payments totalling £5,474.98 authorised by Cllrs is shown at Appendix 1: Schedule of Payments.</p> <p>The Clerk reminded Cllrs that an invoice of up to £2,500 was due to be received from SCC in respect of the new VAS on Whyteleafe Hill (this amount had previously been approved by the Council at the September 2021 meeting).</p> <p>Cllrs approved up to £200 for a commemorative tree to be planted (including an irrigation tube, staking etc) in the Community Garden on Whyteleafe Hill. The Clerk to procure the above items and dispense payments relating to Appendix 1.</p>	SBo
12.	<p>NEXT MEETING(S)</p> <p>Cllrs requested a meeting on Monday 28th March in order to review a small number of time-sensitive issues prior to the next scheduled Council meeting on 9 May 2022.</p>	ALL
	<p>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</p> <p>None.</p>	



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
115	CJS Plants Ltd	1,138.50	Spring hanging baskets display and maintenance (replacement for stopped cheque no.102)	Hanging baskets
116	Glasdon UK Limited	1,884.04	Lidded litter bins (x7) for Whyteleafe Recreation Ground and Manor Park (£1,570.03 net)	Recreational Spaces (Reserve)
117	Surrey County Playing Fields Association	10.00	Affiliation fee for 2021/22 (retrospective)	Affiliations
118	Starboard Systems Limited t/a Scribe Accounts	345.60	Scribe Annual Accounts subscription 2022/23 (£288 net of VAT)	Office
119	A Siddall	60.00	Community Garden maintenance	Groundworks
120	Simon Bold	**	Clerk's salary for February 2022	Staff costs
121	Simon Bold	26.55	Reimbursement of costs incurred by the Clerk in February 2022	Office
122	Surrey Pension Fund	276.19	Clerk's pension – employee and employer contributions for February 2022	Staff costs
123	The Society of Local Council Clerks	135.00	Membership subscription 2022/23	Affiliations
124	Tandridge District Council	284.40	Additional street cleaning in December 2021 and January 2022 (£237.00 net of VAT)	Flood mitigation
125	Royal British Legion Industries Ltd	311.98	The Queen's Green Canopy Plaques (A4 with stakes x2)	Environmental enhancements
	TOTAL	£5,474.98		

*** payments relating to salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4.*