



Minutes of the Village Council meeting held on 28th March 2022

Councillors (Cllrs) present:

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

Attending:

none

Meeting started at 7:20pm and closed at 8:45pm

In attendance:

Simon Bold (Clerk)

1. APOLOGIES FOR ABSENCE

Cllrs Zach Jones, David Lee and John Moffatt had provided their apologies prior to the meeting.

2. CODE OF MEMBERS' CONDUCT

Cllrs present reviewed and updated their individual Notification of Interests and handed signed copies to the Clerk. The Clerk to update and re-publish the Register of Interests to the Council's website.

SBo

3. DISPENSATION

Cllrs requested a dispensation in respect of item 7 on the agenda in order that the number of persons able to participate in the discussion and vote would remain sufficient to proceed. Cllrs felt that the Council's ability to proceed with the item in a timely fashion was in the interests of residents of Whyteleafe (the authority's area).

Cllr Cline signed the dispensation request prepared by the Clerk on behalf of the Cllrs present.

4. MINUTES

The Clerk had circulated draft minutes of the meeting of 14th March 2022 earlier in the day. Cllrs needed more time to review the minutes and deferred a decision to approve until the next meeting.

ALL

Note: there was no item 5 included in the published agenda and, therefore, no item 5 at the meeting. The original agenda numbering has been retained for consistency.

6. ENVIRONMENTAL ENHANCEMENTS, APPEARANCE AND AMENITY

A proposal to plant a small number of trees at Whyteleafe Recreation Ground, to commemorate the Queen's Platinum Jubilee, had been circulated prior to the meeting. Cllrs discussed the proposal and were particularly mindful of the best choice of species, maintenance costs including watering, the availability of plant material and the most appropriate time to plant.

Cllrs agreed to fund seven standard trees (one for each decade of the Queen's reign) at a maximum total cost of £3,994 to cover the cost of planting (including irrigation), staking and other protection plus one year's maintenance (e.g., watering and strimming by a contractor). It was agreed that if suitable trees, at the right price, were not immediately available, the purchase should be delayed until the Autumn. This project to be funded from the Council's Community Infrastructure Levy reserves.



Cllrs also acknowledged the importance of ongoing aftercare for a further two years and noted that annual provision of approx. £1,700 would be required for this.

The Clerk to procure an individual standard tree for the Community Garden, as agreed by Cllrs under item 11 of the last meeting, and to arrange its planting prior to the Queen's Platinum Jubilee weekend. The maximum cost for this had been set at £200 funded from the Council's Environmental Enhancements budget. Cllrs to make arrangements to unveil a commemorative plaque at this location in June. SBo ALL

Cllr M Jones, with the help of the Clerk, to provide suggestions at the next Council meeting on how the promotion and appearance of the Community Garden might be improved. MJ SBo

7. GRANT SCHEME 2022/23

A copy of a grant application on behalf of the Whyteleafe Community Hub Jubilee Committee had been circulated prior to the meeting.

Cllr Jones briefly summarised the contents of the completed application including the breadth of the Committee's membership, its role to organise Queen's Platinum Jubilee celebrations in Whyteleafe and an outline of the proposed financial controls covering all of the Committee's activities. He advised that it was the intention of the Committee to operate on a not-for-profit basis and that no surplus funds were expected at the end of the day.

Cllrs approved a donation of £3,000 using the Queen's Jubilee grant budget 2022/23 (see also item 9). The Clerk to confirm the award in writing and remind the applicant of the Council's Grant Scheme's terms and conditions and the requirement of the Committee to maintain and make available, if requested, its financial records. SBo

8. PUBLICITY AND COMMUNICATIONS

Cllr Jones had provided a draft article for publication about Whyteleafe Football Ground being designated an Asset of Community Value by Tandridge District Council. The Clerk to distribute for publication in May 2022 and upload copies to the Council's website. SBo

The Clerk to send a written 'thank you' to the local First Responders in respect of their invaluable contribution to the recent Annual Parish Meeting (defibrillator demonstration). SBo

9. PAYMENTS AND EXPENDITURE

The Clerk had circulated a list of payments prior to the meeting to which the grant payment relating to item 7 was added. The full and final list of payments totalling £7,083.54 authorised by Cllrs is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments. SBo

The Clerk to circulate details of future training courses provided by the Surrey Association of Local Councils and Cllrs to advise the Clerk of any items of interest. SBo ALL

10. NEXT MEETING(S)

The next scheduled meeting to take place on Monday 9th May 2022 at St Luke's Church, Whyteleafe Hill, Whyteleafe. ALL



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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
126	Surrey County Council	2,500.00	Contribution towards Vehicle Activated Sign for Whyteleafe Hill, Whyteleafe	Community Infrastructure Levy
127	PCC of St Luke Whyteleafe	45.00	Hall hire for meetings of 7 th and 14 th February and 14 th March.	Hall hire
128	Simon Bold	**	Clerk's salary for March 2022 and back-pay 2021/22.	Staff costs
129	Simon Bold	52.57	Reimbursement of costs incurred by the Clerk in March 2022	Office
130	Surrey Pension Fund	332.72	Clerk's pension – employee and employer contributions for March 2022	Staff costs
131	Whyteleafe Community Hub	3,000.00	Grant payment to the Queen's Jubilee Committee.	Grants (2022/23)
	TOTAL	£7,083.54		

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