



Minutes of the Village Council annual meeting held on 9th May 2022

Councillors (Cllrs) present:

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

Attending:

One visitor (part)
 District Cllr Jeffrey Gray (part)

In attendance:

Simon Bold (Clerk)

Meeting started at **8:08pm** and closed at **9:55pm**

1.	TO ELECT THE CHAIR OF THE COUNCIL Cllr M Jones was nominated as Chairman which Cllr Cline seconded. Cllrs voted Cllr M Jones as Chairman, who agreed to complete a Declaration of Acceptance of Office – Chairman’s version.	MJ
2.	TO ELECT A VICE-CHAIR OF THE COUNCIL Cllr Cline was nominated as Vice-Chair which Cllr Bradbury seconded. Cllrs voted Cllr Cline as Vice-Chairman, who agreed to complete a Declaration of Acceptance of Office – Vice-Chairman’s version. The Clerk to confirm the roles taken by Cllrs M Jones and Cline to Tandridge District Council (TDC), the Surrey Association of Local Councils and the external auditor, to ensure the accuracy of their records.	DC SBo
3.	APOLOGIES FOR ABSENCE Cllr June Henty had provided her apologies prior to the meeting.	
4.	CODE OF MEMBERS’ CONDUCT The Clerk confirmed that Cllr Lee had updated his Notification of Interests form. The Clerk to update the Council’s Register of Interests and upload a copy to the Council’s website. No Cllr declared any Disclosable Pecuniary Interest and/or ‘Other Interests’ in respect of items on the agenda.	SBo
5.	MINUTES Cllrs approved that the Chair sign the minutes of the meetings of 14 th and 28 th March 2022 as correct records. The Clerk to display copies of the minutes on the Council's notice boards and website.	SBo
6.	STANDING ORDERS AND FINANCIAL REGULATIONS Cllrs adopted the updated Standing Orders and Financial Regulations that had been circulated by the Clerk prior to the meeting. The Clerk to upload copies of both documents to the Council’s website.	SBo
7.	DELEGATION 1. Cllrs reviewed and agreed the Terms of Reference for the Council’s Planning Committee as well as the Council’s Scheme of Delegation. The Clerk to re-issue both documents. With respect to the Planning Committee, the Clerk to enquire of TDC whether they would be able to provide Village Cllr and staff ID cards (for use when visiting sites around Whyteleafe). Cllr Lee offered to help progress this. Cllr Moffatt to ask the Caterham, Chaldon and Whyteleafe Neighbourhood	SBo SBo DL JM



	<p>Plan (CCWNP) Implementation Group for a current copy of the Group's Terms of Reference for filing by the Clerk.</p> <p>2. All existing Council members of the Planning Committee were re-appointed. The Clerk to contact resident Andy Strivens to thank him for his help with the Committee's work over the last year and to ask him whether he is happy to continue as a co-opted member of the Planning Committee.</p> <p>Cllrs Cline and Moffatt were re-appointed as the Council's representatives on the CCWNP Implementation Group.</p> <p>Cllr Cline who had attended a recent meeting of a local Flood Alleviation Group agreed to obtain a report of this meeting for circulation to fellow Cllrs and to find out whether the group had formal Terms of Reference.</p>	<p>SBo</p> <p>DC</p>
8.	<p>OTHER LOCAL AUTHORITIES</p> <p>The Clerk had circulated, prior to the meeting, a copy of the "Additional Cleaning Arrangements" (road sweeping) in place with TDC. Cllrs agreed to continue these arrangements.</p> <p>Cllr Lee advised that he had asked TDC to provide outline costs for other services, such as litter picking, so that the Village Council could, in future, judge the costs associated with making requests for services. Cllr Lee to circulate information once received.</p>	DL
9.	<p>REVIEW OF THE COUNCIL'S REPRESENTATION ON, OR WORK WITH, OUTSIDE BODIES</p> <p>Cllrs agreed that Cllrs Cline and Z Jones continue as the Council's representatives on the East Surrey Transport Committee (ESTC) and West Wickham, Spring Park and Coulsdon Commons Consultative Group respectively.</p>	
10.	<p>INSURANCE</p> <p>Cllrs approved the continuation of the Council's current insurance cover for a further year from 1st June 2022 (part of an existing long-term agreement) and the associated expenditure (see also item 20).</p>	
11.	<p>FINANCE</p> <p>1. The Clerk had circulated the Council's 2021/22 Year-End Financial Statement (unaudited) along with copies of the Council's bank statements as at 31 March 2022 prior to the meeting. Cllr Z Jones signed each document after reconciling the figures across all statements.</p> <p>2. Cllrs approved the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2021/22 which had been circulated by the Clerk prior to the meeting. Cllrs acknowledged that CIL spend in the year had been £3,775 and re-stated their intention to increase the use of CIL in the coming year for the benefit of the Parish. The Clerk to submit the completed form to TDC before 31st May 2022.</p>	SBo
12.	<p>AUDIT 2021/22</p> <p>Cllrs reviewed the internal and external audit papers that had been circulated by the Clerk prior to the meeting. In respect of the Annual Governance and Accountability Return 2021/22:</p> <p>1. Cllrs acknowledged receipt of the Internal Auditor's Report and, in the circumstances, agreed that no further action was necessary.</p>	



	<p>2. Cllrs approved the “Section 1 – Annual Governance Statement 2021/22” which the Chairman and Clerk then signed.</p> <p>3. Cllrs approved the “Section 2 – Accounting Statements 2021/22” which had already been signed by the Clerk. The Chairman signed Section 2 on behalf of the Council.</p> <p>The Clerk to complete all actions relating to the submission of the Annual Governance and Accountability Return 2021/22 and to issue the Notice of Public Rights prior to 1st July 2022.</p>	SBo
	<i>The meeting was briefly adjourned at this point and continued after 5 minutes.</i>	
13.	<p>GRANT SCHEME 2022/23</p> <p>Cllrs discussed the two completed grant applications received prior to the submission deadline of 30 April 2022 and circulated by the Clerk ahead of the meeting.</p> <p>Cllrs agreed a grant of £1,000 to the Caterham & Whyteleafe Tennis Club subject to receipt by the Clerk of a fully completed declaration (page 4 of the grant form refers).</p> <p>In respect of the second application, Cllrs agreed to fund £2,000 towards the cost of a new noticeboard at Whyteleafe Recreation Ground on the understanding that the board would be acquired by the Downlands Project with the Village Council being given a key and shared use to display notices. Funding for the notice board would come from the Council’s “Noticeboards” earmarked reserve of £2,750.</p> <p>The Clerk to advise the applicants of the above decisions.</p> <p>Cllrs M Jones and Moffatt agreed to contact those local organisations that had expressed an interest in the Council’s Grant Scheme (but not completed an application) ahead of the next round of funding in the Autumn, and to offer assistance, if required, on the understanding that the Village Council could not give any guarantee of funding.</p>	SBo MJ JM
14.	<p>COMMUNITY RESILIENCE</p> <p>Cllr M Jones provided a verbal report of a recent meeting of local Parish and Village Council Chairs and the content of the draft “Community Emergency Plan for Whyteleafe” circulated prior to the meeting.</p> <p>Cllrs adopted the Plan on the understanding that this was a ‘working document’ that would evolve as a result of ongoing discussions with other agencies, such as Surrey County Council (SCC) Highways.</p> <p>Cllr M Jones to keep fellow Cllrs apprised of further meetings with third parties and to circulate any proposed amendments to the Plan as and when considered necessary.</p> <p>The Clerk to file both a hard and soft copy of the current document for reference.</p> <p>Cllrs also agreed that a redacted copy (removing any reference to personal data) could be shared with neighbouring Parishes on request (to help them with their own emergency planning).</p>	MJ SBo
15.	<p>ENVIRONMENTAL ENHANCEMENTS, APPEARANCE AND AMENITY</p> <p>Cllr Bradbury and the Clerk provided a brief verbal report of discussions with TDC about tree planting in Whyteleafe Recreation Ground (item 6 of the Council’s meeting of 28th March refers). TDC had advised of a current shortage of suitable trees but had agreed to pre-order trees, on behalf of the Village Council, for</p>	



	<p>Autumn planting. Cllr Bradbury and the Clerk to monitor progress and update Cllrs at future meetings.</p> <p>The Clerk confirmed that a tree had been purchased for the Community Garden which he intended to plant ahead of the Queen's Platinum Jubilee weekend.</p> <p>Cllr Bradbury to raise a number of possible enhancements to the Community Garden at a future meeting of the Council.</p>	<p>SBr SBo</p> <p>SBo SBr</p>
16.	<p>TRANSPORT AND HIGHWAYS</p> <p>Cllrs had raised a number of matters relating to SCC Highways with County Cllr Jeffrey Gray over recent months. It was decided to take up his offer for site visits to various locations in Whyteleafe to better understand the issues and generate a list of shared priorities.</p> <p>Cllrs Bradbury, Cline and Lee agreed to represent the Council and to report back to fellow Cllrs by the next scheduled Council meeting.</p>	<p>SBr DC DL</p>
17.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr M Jones to write the Council's next CR3 magazine and Tandridge Independent articles (for publication in June) on the subject of the local Queen's Platinum Jubilee celebrations.</p> <p>Cllr Moffatt volunteered to write the following article (for July) on the subject of the CCWNP Implementation Group.</p> <p>Cllr M Jones suggested that the Council add links to its website directing browsers to the relevant 'report it' webpages of SCC and TDC – this would enable residents to report, for example, highways defects and inconsiderate parking directly to the relevant authority. The Clerk to consult with the Council's website administrator.</p>	<p>MJ</p> <p>JM</p> <p>SBo</p>
18.	<p>COMMITTEES</p> <ol style="list-style-type: none"> 1. Cllr Moffatt provided a brief report of the Planning Committee meetings of 28th March and 25th April 2022. 2. Cllr Moffatt to obtain a note of the most recent CCWNP Implementation Group meeting and to circulate a copy to fellow Cllrs. 3. Cllrs noted that there were no recommendations from Committees for their consideration on this occasion. 	<p>JM</p>
19.	<p>EVENTS (PUBLIC) AND OUTSIDE BODIES</p> <p>Prior to the meeting, Cllrs had been given an overview of the Queen's Platinum Jubilee celebrations planned for Whyteleafe on the 5th June by a representative of the Whyteleafe Community Hub Jubilee Committee.</p> <p>Cllr Z Jones to attend the next Consultative Group meeting (see also item 9) on 10th May and Cllr Cline to attend the next ESTC meeting on the 11th May. Both to provide copies of meeting minutes/notes to fellow Cllrs for information.</p>	<p>ZJ DC</p>
20.	<p>Payments and Expenditure</p> <p>The Clerk had circulated a list of payments prior to the meeting to which the payments relating to item 13 were added. The full and final list of payments totalling £6,467.23, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p>	<p>SBo</p>
21.	<p>NEXT MEETING</p> <p>The next scheduled meeting to take place on Monday 11th July 2022 at St Luke's Church, Whyteleafe Hill, Whyteleafe.</p>	<p>ALL</p>



22.	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.	
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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
132*	HM Revenue & Customs	723.86	PAYE (Tax & NI) for Q4 2021/22	Staff costs
133	A Siddall	220.00	Community Garden maintenance and additional grass cutting	Groundworks
134	DM Payroll Services Ltd	120.00	Payroll services 2022/23	Office
135	PCC of St Luke Whyteleafe	45.00	Hall hire for meetings of 24 th and 28 th March, 25 th April 2022	Hall hire
136	Simon Bold	**	Clerk's salary for April 2022	Staff costs
137	Simon Bold	90.49	Reimbursement of costs incurred by the Clerk in April 2022	Various
138	Surrey Pension Fund	289.28	Clerk's pension – employee and employer contributions for April 2022	Staff costs
139#	Tandridge District Council	284.40	Additional street cleaning in February and March 2022 (£237 net of VAT)	Flood mitigation
140	Mulberry & Co	192.60	Internal audit 2021/22 and related expenses	Audit
141	Arthur J Gallagher Insurance Brokers Ltd	382.79	Council insurance policy premium 2022-23	Insurance
142	Caterham & Whyteleafe Tennis Club	1,000	Grant Award	Grants
143	Surrey County Council - Downlands Project	2,000	Contribution towards Notice Board in Whyteleafe Recreation Ground	Earmarked Reserves
	TOTAL	£6,467.23		

**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.*

cheque 139 was subsequently cancelled as the service had not been fulfilled