



## Minutes of the Village Council meeting held on 25<sup>th</sup> July 2022

**Councillors (Cllrs) present:**

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

**Attending:**

One visitor (part)  
 District Cllr Jeffrey Gray

Meeting started at 7:50pm and closed at 9:40pm

**In attendance:**  
 Simon Bold (Clerk)

1.	<b>APOLOGIES FOR ABSENCE</b> Cllrs June Henty and Sakina Bradbury had provided their apologies prior to the meeting.	
2.	<b>CODE OF MEMBERS' CONDUCT</b> No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.	
3.	<b>MINUTES</b> Cllrs approved that the Chair sign the minutes of the meetings of 9 <sup>th</sup> May 2022 as a correct record. The Clerk to display copies of the minutes on the Council's notice boards and website.	SBo
4.	<b>FINANCE</b> a) The Clerk advised that he would provide financial reports, including a variance report, for the last financial quarter before the next meeting. He remarked that Cllrs will find the format of reports quite different to what they are used to as a result of the new financial software recently adopted by the Council. b) Cllrs M Jones and Moffatt agreed to contact a number of local community groups about the Council's Grant Scheme prior to the end of August, and to offer assistance to those interested in making an application for funds. All Cllrs acknowledged that the Council could not guarantee the award of funds, that all applications must be judged against the Grant Scheme criteria and that the total value of awards was limited by the grants budget in each year.	SBo  MJ JM
5.	<b>ENVIRONMENTAL ENHANCEMENTS, APPEARANCE AND AMENITY</b> a) Cllrs discussed a small number of existing ideas to improve the appearance of Whyteleafe. The Clerk to arrange a site meeting with Tandridge District Council (TDC) to discuss whether additional street bins could be installed in both the south and northern ends of the Godstone Road. In addition, the future of the "Additional Cleaning Arrangements' (bespoke road sweeping by TDC) would be discussed. Cllrs Bradbury and Cline to offered to attend and any proposals, as a result of this meeting, to be brought back to the Council for consideration. The Clerk, in conjunction with Cllr Bradbury, to obtain estimates of costs for each of the enhancements that could be made to the Community Garden for presentation to Cllrs at a future meeting. This would enable Cllrs to both prioritise items and judge their affordability. Cllr Z Jones remarked that a central location in Whyteleafe, for the safe and secure storage of equipment, should be something the Council considers in	SBo  SBr DC  SBr SBo



	<p>order to meet any future needs.</p> <p>b) The Clerk provided a brief verbal summary of a recent site meeting at Whyteleafe Recreation Ground organised by TDC which had been attended by some, but not all Cllrs – a formal note of the meeting would be circulated by TDC in due course.</p> <p>It was agreed that the Clerk should contact TDC to express the Village Council’s disappointment at the poor condition of the play area and lack of timely repairs (meaning that much of the equipment could not be used during the school holidays). The Clerk to also enquire about local reports of Anti-Social Behaviour.</p> <p>Cllrs discussed the condition of the picnic benches adjacent to the Pavilion Café and all felt that (if the Café owners chose not to replace the benches) the Village Council could only consider making a contribution toward their replacement if the benches were made freely available to all visitors to the park and not exclusively for use by the customers of the Café. TDC had expressed a similar sentiment.</p> <p>The Clerk advised that at this stage an outline agreement between TDC, Natural England and the Downlands Project had been reached about how best to tackle the Ash Dieback across the wooded ridge above the Rec – the Downlands Project were particularly keen to deploy a phased thinning out, using the least amount of heavy equipment, in order to minimise harm to the environment.</p> <p>c) Cllrs were content to maintain the current number of festive lights (attached to street columns through the centre of Whyteleafe). The Clerk to ask the contractor for a sample of different festive light motifs to enable the Cllrs to select their preferred design, and to obtain an estimated cost with and without remote switches.</p>	<p>SBo</p> <p>SBo</p>
	<p><i>The meeting was briefly adjourned prior to the start of the next item.</i></p>	
<p>6.</p>	<p><b>TRANSPORT AND HIGHWAYS</b></p> <p>Cllrs discussed the best way to progress a number of highways related items.</p> <p>Cllr Lee agreed to liaise with County Cllr Jeffrey Gray and SCC Highways Officers to establish whether it would be possible to reschedule SCC gully clearing in order to try to ensure that the drains remain clear across the winter months (when the risk of flooding in particular parts of Whyteleafe is relatively high compared to other areas). Cllr Lee to also investigate whether local Parish and Village Councils are able to make financial contributions towards additional clearance of gullies, should the need arise.</p> <p>Cllr Lee also agreed to put together a list of all the highways related items raised by Cllrs over recent months and circulate this to all members - each Cllr to prioritise the items on the list and return their scores to Cllr Lee to enable him to compile a composite list for discussion at a future meeting.</p> <p>Cllr Cline provided a brief summary of points he had recently raised with the East Surrey Transport Committee.</p>	<p>DL</p> <p>DL ALL</p>
<p>7.</p>	<p><b>PUBLICITY AND COMMUNICATIONS</b></p> <p>Cllr M Jones to write the next CR3 article (for publication in September) highlighting the rich and diverse wildlife habitat within the Sanderstead to</p>	<p>MJ</p>



	<p>Whyteleafe Countryside Area (including a population of Dormice) which is managed by the Downlands Project in conjunction with others. Cllrs discussed possible topics for future articles.</p> <p>Cllr Z Jones agreed to investigate the benefits of adopting Mailchimp (email distribution software) as a way of disseminating news which, if adopted, could be publicised via CR3.</p>	ZJ
8.	<p><b>COMMITTEES</b></p> <p>1. Cllr Moffatt gave a verbal summary of the Planning Committee meetings of 30<sup>th</sup> May 2022 and 25<sup>th</sup> July. He confirmed that the Committee had not needed to meet in June 2022. He highlighted a new application relating to a proposal to erect a 17m 5G telecom street pole alongside the Godstone Road in the centre of Whyteleafe (2022/929/T) and advised that, although the Council had no status as a statutory consultee in this case, the Committee had submitted concerns with TDC (the Local Planning Authority) about the prominence of the chosen site (near the Whyteleafe Tavern) and the health concerns raised by others.</p> <p>Cllr Moffatt also reported that the application by Aldi in respect of 381 Croydon Road (neighbouring Parish) was due to be decided at the next TDC Planning Committee meeting on 28<sup>th</sup> July.</p> <p>The Clerk advised that the demolition of the gas holder was nearing completion (application reference 2021/1191/N).</p> <p>2. Cllr Moffatt provided a brief summary of the most recent meeting of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group. Cllrs then agreed to a contribution of £1,576 towards the Group's 2022/23 budget (commensurate with Whyteleafe's pro-rate share of electors from across the participating Parish and Village Council areas). Each Council will be invoiced by the Group for actual expenditure in March 2023 with funds to be taken from general reserves.</p> <p>Finally, Cllrs acknowledged and agreed that Cllr Moffatt remain the Chair of the Planning Committee for the period ending May 2023.</p>	
9.	<p><b>EMERGENCY &amp; RESILIENCE PLANNING</b></p> <p>Cllr M Jones and the Clerk to manage the safe-keeping of the Community Emergency Plan (Whyteleafe) using a secure login to the 'cloud' (e.g., OneDrive) and a hardcopy version, for back-up purposes, to be retained at the Clerk's office.</p> <p>The Clerk to invite volunteers to an informal presentation of the Plan.</p>	MJ SBo
10.	<p><b>PUBLIC EVENTS AND OUTSIDE BODIES</b></p> <p>The Clerk to invite the new Community Liaison Officer from Surrey County Council to meet with Cllrs.</p>	SBo
11.	<p><b>PAYMENTS AND EXPENDITURE</b></p> <p>The full and final list of payments totalling £7,543.77, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p>	SBo
12.	<p><b>NEXT MEETING(S)</b></p> <p>The next scheduled meeting of the Council to take place on Monday 12<sup>th</sup> September 2022.</p> <p>The Clerk to arrange a business planning meeting of Cllrs prior to the September meeting to enable priorities, for the remainder of the financial year, to be reviewed.</p>	ALL SB



13.	<b>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</b> None.	
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### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
147*	Simon Bold	**	Clerk's salary for June 2022	Staff costs
148*	HM Revenue & Customs	771.40	PAYE (Tax & NI) for Q1 2022/23	Staff costs
149*	Surrey Pension Fund	289.28	Clerk's pension – employee and employer contributions for June.	Staff costs
DD	Information Commissioner (ICO)	35.00	Data Protection Registry annual fee 2022/23	Data Protection
150*	PCC of St Luke Whyteleafe	15.00	Hall hire for the Council meetings on 25 <sup>th</sup> July 2022	Hall hire
151	Surrey ALC Limited	1,371.94	Subscription including the National Association of Local Councils for 2022/23.	Affiliations
152	A Siddall	220.00	Community Garden maintenance and additional grass cutting	Groundworks
153	The East Surrey Transport Committee	10.00	Annual affiliation fee (2022/23)	Affiliations
154	SSE (Southern Electric)	210.40	Unmetered power supply (Christmas Lights 2021/22)	Festive Lights
155	CJS Plants Ltd	2,130.00	Summer hanging baskets supply and maintenance (£1,775 net)	Hanging baskets
156	Simon Bold	143.64	Reimbursement of costs incurred in May and June 2022	Various
157	Simon Bold	**	Clerk's salary for July 2022	Staff costs
158	Surrey Pension Fund	289.28	Clerk's pension – employee and employer contributions for July.	Staff costs
159	- SPOILED -	0.00	- SPOILED -	N/A
	<b>TOTAL</b>	<b>£7,543.77</b>		

\* 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.

DD = Direct debit payment