



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

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting started at **7:45pm** and closed at **10:00pm**

Prior to the start of the meeting, Cllr M Jones stated that this was the first Village Council meeting following the death of Queen Elizabeth II and he expressed everyone's sadness but also gratitude for Her Majesty's unwavering dedication to public service. All present acknowledged the proclamation of King Charles III by Tandridge District Council on 12th September 2022.

1.	APOLOGIES FOR ABSENCE Cllr June Henty had provided her apologies prior to the meeting which, as on previous occasions, Cllrs acknowledged and accepted.	
2.	CODE OF MEMBERS' CONDUCT No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests'.	
3.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 25 th July 2022 as a correct record. The Clerk to display copies on the Council's notice boards and website.	
4.	INTERNAL AND EXTERNAL AUDIT a) The Clerk had circulated, prior to the meeting, the External Auditor's report and Certificate for the year ending 31 March 2022 – no issues or other matters had been raised and, therefore, Cllrs felt that no action was necessary. The Clerk confirmed that the Notice of Conclusion of Audit had been put on display on the Council's website and notice boards prior to 30 th September 2022. b) Cllrs reviewed the Internal Auditor's interim audit report for 2022/23 following a review conducted with the Clerk. Cllrs discussed the results and agreed to complete a review of the Council's Risk Register no later than January 2023; to monitor the total amount of 'available funds' (in the context of the level of fidelity insurance cover) and that the Clerk should amend the Asset Register to assign a value of £1 to each of four donated items (currently £nil).	ALL SBo
	<i>At this point, at the start of item 5, Cllr Zack Jones joined the meeting.</i>	
5.	FINANCE a) Cllrs acknowledged receipt of the Council's latest financial reports (unaudited) for the period to 30 September 2022 which had been circulated by the Clerk. b) Cllr Lee reconciled and signed the financial reports and copies of the Council's bank and investment statements. c) The Clerk set out the time-line for production of the Council's 2023/24 budget. He requested that Cllrs provide details of any suggested changes from the current budget prior to discussion at the next meeting. This would enable the Clerk to prepare a draft budget in December, to be approved no later than the Council's	ALL



	January 2023 meeting. Cllrs acknowledged that inflationary factors were a concern now and for the foreseeable future.	
6.	<p>GRANTS</p> <p>a) Cllr discussed whether, or not, to extend the deadline for submission of grant applications in 2022/23 but agreed that there was no justification to do this. However, Cllrs agreed to look again at whether the Council could improve its promotion of the scheme in the hope of more applications in 2023/24.</p> <p>b) Cllrs discussed an application received from the Westway Community and Wellbeing Centre (The Westway), Caterham Hill in respect of a “Warm Place” initiative serving local people. Cllrs resolved to move funds from an under-utilised budget line into the Grants budget before agreeing the full amount requested of £2,000 (<i>using the General Power of Competence – Localism Act 2011</i>). Cllrs made this decision, as an exception, due to the extenuating circumstances surrounding the cost-of-living issues both locally and nationally. The Clerk to dispense this payment and notify the applicant in writing.</p> <p>c) Cllrs discussed the current situation of The Westway following statements from Tandridge District Council (TDC) and information presented by the trustees to local stakeholders. It was unclear whether the trustees would approach Parish Councils with more information and a request for short-term financial support.</p>	<p>ALL</p> <p>SBo</p>
7.	<p>COUNCIL PRIORITIES</p> <p>Cllr Moffatt briefly summarised the recent meeting of Cllrs to review priorities across a number of subject headings. He offered to provide one-to-one help to all members in the delivery of these priorities e.g., to assist with monitoring spreadsheets and the reporting of progress at future meetings.</p> <p>The Clerk reminded Cllrs that in order to adopt and fund any proposal, the Council would require a written proposal, with estimated costs, to be circulated prior to a discussion and, if appropriate, agreement at a full Council meeting.</p> <p>a) In respect of Highways and Transport:</p> <p>The Clerk had circulated a comprehensive list of highways items following a meeting with the County Cllr, the Village Council’s Chair and Vice-Chair. Cllrs reviewed the list and agreed the respective level of priority for each item. The Clerk to update and circulate the list and send a copy to the County Cllr.</p> <p>The Clerk to log any damaged highways railings in central Whyteleafe and report these directly to Surrey County Council (SCC) Highways for repair. Cllrs to notify the Clerk of any new damage to railings.</p> <p>The Clerk to submit three items, on behalf of the Village Council, to the Tandridge Parking Review 2023 before the deadline of 30th November 2022.</p> <p>Cllr Cline volunteered to remove any banners from highways railings in Whyteleafe (as none would have been authorised by SCC). Cllr Cline to also monitor and identify the location of any blocked drains and advise the Clerk. The Clerk to report these to County Cllr Gray to enable him to request that the SCC Community Gang clear the grates and/or the SCC Highways team undertake a deeper clean of the ‘gulley pot’.</p> <p>Cllrs Cline and Lee to be available for a site visit with SCC Highways Officers to discuss in detail the Village Council’s highways priorities.</p> <p>b) In respect of environmental enhancements:</p> <p>i. The Clerk had circulated a proposal for additional litter bins to be purchased</p>	<p>JM</p> <p>SBo</p> <p>SBo</p> <p>ALL</p> <p>SBo</p> <p>DC</p> <p>SBo</p> <p>DC</p> <p>DL</p>



	<p>by the Village Council following a site meeting with Cllr Bradbury and TDC Officers. Cllrs approved the proposal subject to TDC's agreement that each new bin will be incorporated into their existing collection regime plus further information about fixing and installation costs – the Clerk to obtain this additional information. At this stage, Cllrs committed up to £6,690 (net of VAT) of Community Infrastructure Levy (CIL) funds.</p> <p>ii. Cllr M Jones proposed that the Village Council become a 'station partner' with Govia Thameslink Railways (GTR) in respect of Whyteleafe and Whyteleafe South Railway Stations, as set out in a discussion paper circulated prior to the meeting.</p> <p>Cllrs agreed to join this partnership scheme noting that GTR would provide a financial contribution of £500 per station towards environmental enhancements. Cllrs acknowledged that the Council would be required to comply with the terms of the scheme including that any enhancements would require the approval of the Station Manager at each site.</p> <p>In order to launch the partnership, Cllrs discussed the installation of planters at each station and agreed to an outline cost of £4,100 (net of VAT and the contribution from GTR) excluding delivery and installation costs – all funding to be taken from CIL reserves. Cllrs also acknowledged the need to establish an annual budget to meet the future needs of the project (e.g., for maintenance, repair etc).</p> <p>Cllr M Jones confirmed that he was due to arrange a meeting of potential garden volunteers who, he hoped, would be able to help with this project.</p> <p>Cllr M Jones and the Clerk to liaise with the GTR Community Engagement Officer and the Clerk to sign the relevant paperwork on behalf of the Council before procuring any plants and/or planters.</p> <p>iii. Cllr Bradbury proposed that the Council make a number of enhancements to the Community Garden at Whyteleafe Hill, in accordance with a discussion paper circulated prior to the meeting. Cllrs reviewed the proposed options and made a number of modifications. Cllrs then agreed a maximum amount, at this stage, of £4,000 to implement a number of enhancements.</p> <p>The Clerk to chase-up the neighbouring property owners about improvements to boundary treatments and also the Council's tree surveyor (in order to then obtain quotations for tree work on the larger trees).</p> <p>The Clerk to engage the services of contractors, where applicable, in respect of the agreed garden enhancements.</p> <p>iv. The Clerk provided an update on the creation of the new Orchard in Whyteleafe Recreation Ground. He confirmed that costs were within the existing approved level (£3,994) and that a contractor was due on-site later in October to prepare the ground, plant the trees and install protective wire shelters. The Clerk to approach the Downlands Project about installing bench seating within the new orchard.</p> <p>Cllrs discussed but failed to agree the naming of the Orchard in conjunction with the re-naming of the Community Garden on Whyteleafe Hill – Cllrs to consider at a future meeting.</p>	<p>SBo</p> <p>MJ</p> <p>MJ SBo</p> <p>SBo</p> <p>SBo</p> <p>SBo</p> <p>ALL</p>
8.	<p>PUBLICITY AND COMMUNICATIONS Cllr M Jones advised that the Village Council's next CR3 magazine article (for</p>	



	publication in November) would be about the Council's plans to join the GTR station partnership scheme - see also item 7b(ii). The Clerk to submit the copy for publication.	SBo
9.	<p>PLANNING</p> <p>a) Cllr Moffatt provided a brief report of the Planning Committee meeting of 22nd August 2022.</p> <p>b) Cllrs Cline, Z Jones and Moffatt confirmed their availability to attend the next Planning Committee meeting scheduled for the 24th October 2022. Cllr Moffatt reminded Cllrs of the need to research cases and prepare in advance of the meeting.</p> <p>c) Cllr Moffatt provided a brief verbal summary of the recent activities of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group. He advised that the Group would consider any large or complex application in Whyteleafe and provide comments to TDC, should the need arise, specifically from a Neighbourhood Plan perspective. Cllr Moffatt agreed to obtain a final copy of the Group's Terms of Reference from Caterham Hill Parish Council, for the Village Council's records.</p>	DC ZJ JM JM
10.	<p>PUBLIC EVENTS, OUTSIDE BODIES AND CONSULTATIONS</p> <p>Cllrs agreed to the purchase of up to 40 large remembrance poppies, totalling £200 - Cllrs volunteered to attach these to railings in prominent locations around Whyteleafe. Cllr Moffatt offered to attached laminated cards displaying the names of local people who had sacrificed their lives during the World Wars.</p> <p>Cllrs discussed and agreed expenditure in respect of the installation of a Christmas Tree in central Whyteleafe. A maximum of £935 was agreed (from CIL) to cover the cost of purchasing a tree, its delivery, erection and removal. Cllr Cline to establish whether a donation would be available from a local organisation and to advise the Clerk. The Clerk to procure a tree and co-ordinate its delivery and installation.</p> <p>Cllrs Cline and M Jones to coordinate arrangements for a tree switch-on event with local groups and to advise the Clerk of its timing as soon as possible.</p> <p>Cllrs agreed expenditure on Christmas motifs to be installed on twenty street lamps in central Whyteleafe at the same cost as last year of £6,200 + VAT. Cllrs declined to spend money on remote switches in order to keep total costs down and felt that a switch-on event focused around the tree would suffice. The Clerk to instruct the contractor to proceed with the motifs once the SCC Attachment Licence has been received.</p> <p>Cllr Cline to attend the next meeting of the East Surrey Transport Committee and to circulate meeting minutes once available.</p> <p>The Clerk advised that Cllr ID cards would be obtained from TDC at no cost to the Village Council.</p>	ALL JM DC SBo DC MJ SBo DC SBo
11.	<p>PAYMENTS AND EXPENDITURE</p> <p>The full and final list of payments totalling £10,124.24, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments.</p>	SBo
12.	<p>NEXT MEETING</p> <p>The next scheduled meeting of the Council to take place on Monday 14th November.</p>	ALL
13.	<p>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.</p>	



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
160 [#]	Ornamental Trees Ltd	1,212.53	Purchase of seven semi-mature fruit trees for Whyteleafe Recreation Ground (new orchard).	Community Infrastructure Levy
161*	Simon Bold	**	Clerk's salary for August 2022	Staffing
162*	Surrey Pension Fund	289.28	Clerk's pension – employee and employer contributions for August.	Staffing
163	PKF Littlejohn LLP	360.00	Annual external audit for the year ending 31 March '22 (£300 net of VAT)	Audit
164	Simon Bold	**	Clerk's salary for September 2022	Staffing
165	Surrey Pension Fund	289.28	Clerk's pension – employee and employer contributions for September	Staffing
166	Mulberry & Co	228.60	Interim Internal Audit Services for the 2022/23 financial year (£190.50 net)	Audit
167	A Siddall	330.00	Community Garden maintenance and additional mowing July to September.	Groundworks
168	Nick Dance	1,932.00	Groundwork and planting of 7 semi-mature orchard trees plus wire protection (£1,610 net of VAT)	Community Infrastructure Levy
169	CJS Plants Ltd	312.00	Winter basket display (entry signs) supply and maintenance (£260 net)	Hanging baskets
170	Simon Bold	400.74	Reimbursement of costs incurred July to September 2022 inclusive	Various
171	HM Revenue & Customs	682.17	PAYE (Tax & NI) for Q2 2022/23	Staffing
172	Westway Community and Wellbeing Centre	2,000.00	Grant payment in respect of 'Warm Place' initiative for winter 2022/23	Grants
	TOTAL	£10,124.24		

* Paid in accordance with the Council's Scheme of Delegation

Paid in accordance with Financial Regulation 4.5

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