



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

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray
 One visitor (part)

Meeting started at **8:45pm** and closed at **9:45pm**

In attendance:
 Simon Bold (Clerk)

1.	APOLOGIES FOR ABSENCE None.	
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 10 th October 2022 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SB
4.	COUNCIL PRIORITIES Cllr Moffatt advised that he would speak to each Cllr, and the Clerk, after the meeting and then report progress with respect to the Council's priorities prior to the next meeting. In respect of flood mitigation: <ul style="list-style-type: none"> • Cllr Cline to advise the Clerk of any highways gullies in Whyteleafe covered in leaf litter/ debris so that details can be passed, via County Cllr Gray, to the Surrey County Council (SCC) 'Community Gang' for clearance – gullies that are severely blocked and unable to be cleared to be subsequently referred to SCC Highways for jet-washing/ unblocking. • The Clerk to circulate the details of the Additional Street Cleaning Agreement to Cllrs for reference. • The Clerk reported that the Environment Agency had been in contact to advise that they were looking at the feasibility of works to help mitigate flood risk in the vicinity of 379-383 Godstone Road. In respect of environmental enhancements, the Clerk advised that he had contacted the Downlands Project and that they were happy to participate in the SCC Treescapes Offer (free tree whips) and enhance areas within Whyteleafe Recreation Ground. The Clerk to coordinate delivery and the Downlands Project to oversee volunteers and manage planting.	JM ALL DC SBo SBo SBo
5.	FINANCE a) Cllrs M Jones and Moffatt to review the Council's Risk Register and to circulate an updated draft version prior to the next meeting at which Cllrs will be asked to consider and, if appropriate, to approve. b) The Clerk provided details of a proposed amendment, following consultation with the Chairman, to section 4 of Financials Regulations which Cllrs discussed and approved. This amendment delegates authority to the Clerk for expenditure	MJ JM



	<p>up to £1,000 with respect to repairs to equipment or obtaining further supplies without the need for Cllrs to be summonsed to a meeting. The Clerk to issue updated Financial Regulations.</p> <p>c) Cllrs briefly discussed ideas and proposals for next year's budget 2023/24. Cllrs agreed to meet for a further discussion on the same evening as the next Planning Committee meeting (scheduled on 19th December 2022).</p>	SBo
6.	<p>PUBLIC EVENTS, OUTSIDE BODIES AND CONSULTATIONS</p> <p>a) Cllr M Jones confirmed that he had attended the Remembrance Day ceremony at St Luke's Church on behalf of the Village Council. He and Cllr Cline agreed to take down remaining poppies from railings across Whyteleafe in the next few days.</p> <p>The Clerk confirmed that the Christmas Tree was scheduled for installation outside of the Whyteleafe Tavern, in central Whyteleafe, on the 22nd November. Cllrs Cline and Bradbury confirmed that arrangements for carol singing around the tree would be finalised in collaboration with the Whyteleafe Tavern, St Luke's Church and the Whyteleafe Community Hub.</p> <p>b) The Clerk advised that he had been contacted by the Caterham Foodbank and Cllrs agreed that he liaise with the Whyteleafe Community Hub to facilitate the distribution of Christmas food hampers to nominated families.</p> <p>Cllrs acknowledged that the Westway had recently issued a press release which advised that they had secured sufficient financial support through to the start of the next financial year. The Clerk had also received a note of gratitude from the Westway for the Village Council's donation towards their 'Warm Space Initiative'.</p>	<p>MJ DC</p> <p>DC SBr</p> <p>SBo</p>
7.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr M Jones advised that the Village Council's CR3 article for publication in December would reflect the numerous collaborations with local community groups in 2022.</p> <p>Cllr Moffatt mentioned that in support of the Council's partnership with GTR and the adoption of both Whyteleafe and Whyteleafe South stations, he had spoken to the curator of East Surrey Museum who would be willing to delve into the Museum's archive and provide imagery that could be displayed on the station platforms.</p>	<p>MJ JM</p>
8.	<p>PAYMENTS AND EXPENDITURE</p> <p>The full and final list of payments totalling £2,454.55, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>The Clerk provided a summary of the costs of purchasing, delivering and installing the Christmas Tree (expenditure authorised at the last meeting) – the overall cost was £67 lower than the previous year. Cllr Cline to confirm whether a local organisation would be willing to make a substantial donation towards the cost of the tree (as last year) and to advise the Clerk.</p> <p>The Clerk reported that the Local Government Association had published the new pay scales for 2022-23 to be implemented with effect from 1 April 2022. The Clerk advised Cllrs of the amount of back-pay (subject to deductions) which Cllrs acknowledged – the Clerk to submit details to the payroll bureau prior to month-end.</p> <p>Cllrs agreed to review some of the Council's contracts in terms of establishing 'value-</p>	<p>SBo</p> <p>DC</p> <p>SBo</p>



	for-money' both in terms of price and service levels. The Clerk to initiate a review of the hanging basket and Christmas Lights contracts in February 2023 in conjunction with Cllrs.	SBo
9.	NEXT MEETING The next scheduled meeting of the Council to take place on Monday 16 th January 2023. The Clerk to prepare and circulate a schedule of Council meetings, including meetings of the Planning Committee, for the whole of 2023 through to January 2024. The Clerk to check whether the SCC Community Liaison Officer would be available to meet Cllrs prior to the start of the next meeting.	ALL SBo SBo
10.	SUB-SECTION 2 - Public Bodies (Admissions to Meetings) Act 1960: None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
173	PCC of St Luke Whyteleafe	45.00	Meetings in August and October 2022	Hall hire
174	A Siddall	110.00	Community Garden maintenance and additional mowing in October	Groundworks
175	Simon Bold	**	Clerk's salary for October 2022	Staffing
176	Simon Bold	282.25	Reimbursement for costs incurred in October 2022	Various
177	Surrey Pension Fund	289.28	Clerk's pension – employee and employer contributions for October	Staffing
178	JS Greenwood	384.00	Supply of Christmas Tree (£320 net of VAT)	Winter decorations
179	Nick Dance	300.00	Collection, delivery and installation of Christmas Tree (£250 net of VAT)	Winter decorations
	TOTAL	£2,454.55		

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