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Minutes of the Village Council meeting held on 16th January 2023

Councillors (Cllrs) present:

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

Attending:

District Cllr Jeffrey Gray (part)
 three visitors (part)

In attendance:

Simon Bold (Clerk)

Meeting started at **8:10pm** and closed at **9:30pm**

1.	APOLOGIES FOR ABSENCE None.	
2.	CODE OF MEMBERS' CONDUCT a) No Cllr declared any Disclosable Pecuniary Interest and/or "Other Interests" in respect of items on the agenda. b) The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate in respect of item 5a) below.	
3.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 14 th November 2022 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SBo
4.	COUNCIL PRIORITIES Cllr Moffatt re-stated his role of regularly liaising with fellow Cllrs in order to help the Council monitor progress with respect to its priorities and goals. Brief reports were provided in respect of the following items: i. Community Garden – the Clerk had instructed the contractor to commence work preparing flower beds and other work recently approved by the Council. Cllrs expressed a wish to complete enhancements prior to the Coronation of the King in May. The Clerk to source a quote from the hanging basket contractor for a planting scheme and Cllr Jones to speak to the volunteer garden group for their proposals as well. It was envisaged to have proposals ready for the February meeting. ii. Station Partnership Scheme – The Clerk advised that a site visit had been requested, in order to agree the details of delivery and installation of the proposed new planters, with staff from Govia Thameslink Railway (GTR). In the meantime, Cllr Moffatt offered to continue his discussions with the East Surrey Museum about new displays at each station. iii. Street Litter Bins – The Clerk advised that he had been able to secure a price for 19 new bins and remain £565 under budget. Cllrs turned their attention to delivery and installation and agreed expenditure of £750 for this (from the Environmental Enhancements budget). The Clerk to order the bins and to arrange installation by the end of February. iv. Orchard - The Clerk confirmed that the seven semi-mature fruit trees had been successfully planted, with stakes and cages (to protect them from damage), at Whyteleafe Recreation Ground (the Rec). Cllrs agreed that the contractor's work was of a high standard.	SBo JM JM SBo



	<p>Cllrs acknowledged the importance of good aftercare - Cllr Jones to liaise with the volunteer garden group and the Clerk to seek a quote from a contractor to irrigate the trees during the summer months.</p> <p>The Clerk advised that no further meeting had been proposed by Tandridge District Council (TDC) to discuss further enhancements to the Rec.</p> <p>Cllr M. Jones remarked that he expected the Whyteleafe Community Hub to commence preparations for celebrations in respect of the Coronation of the King. He would ask the organisers to keep the Council advised.</p>	<p>MJ</p> <p>MJ</p>
5.	<p>FINANCE</p> <p>a) Cllrs discussed and then approved the Council's budget and precept for 2023/24. The Clerk to advise TDC. The Clerk to also confirm to TDC that the Village Council has no wish to take on financial responsibility for any of the public recycling banks in Whyteleafe.</p> <p>b) Cllr Moffatt advised that he and Cllr Z. Jones would meet to discuss the Council's Risk Register and provide a revised draft prior to the next meeting.</p>	<p>SBo</p> <p>ZJ JM</p>
6.	<p>PLANNING</p> <p>a) Cllr Moffatt provided a brief report of the Planning Committee meetings of 24th October, 14th November and 19th December 2022.</p> <p>b) Cllrs Cline, Z. Jones and Moffatt confirmed their availability to attend the next Committee meeting scheduled for 23 January 2023.</p> <p>c) Cllr Moffatt advised that the next meeting of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group was scheduled for 28 January 2023 – agenda to follow. Cllrs Cline and Moffatt to attend.</p>	<p>DC ZJ JM</p> <p>DC JM</p>
7.	<p>PUBLIC EVENTS, OUTSIDE BODIES AND CONSULTATIONS</p> <p>a) Cllrs discussed the possible content of the next Annual Parish ('Village') Assembly – they felt that the meeting should include representatives of local voluntary groups and focus on celebrating the work of existing volunteers and encouraging others to become more involved with community-based projects. The Clerk to check the availability of the Transept, St Lukes during the latter half of April. All Cllrs to provide further ideas and suggestions to the Clerk and, in the meantime, Cllr Cline to contact local voluntary groups to make them aware of the proposed event.</p> <p>Cllrs Cline and Z. Jones to circulate, in future, the minutes of meetings of the East Surrey Transport Committee and West Wickham, Spring Park and Coulsdon Commons Consultative Group respectively to all for information.</p> <p>b) Cllrs acknowledged and briefly discussed the recently launched Local Government Boundary Commission for England review of the Tandridge district. Cllr Lee provided some insight and Cllrs agreed to consider the implications, if any, for Whyteleafe and whether, or not, to submit comments at the next meeting.</p> <p>Cllrs acknowledged receipt of correspondence from the Environment Agency with respect feasibility work relating to Caterham Bourne flood mitigation at property on the opposite side to South Whyteleafe Railway Station.</p>	<p>SBo ALL DC</p> <p>DC ZJ</p> <p>ALL</p>
8.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>The Clerk confirmed that articles for both the CR3 magazine and Tandridge</p>	



	Independent had been submitted ahead of the respective deadlines (for publication in February). Cllr M Jones to write the next article for March on the subject of volunteering and specifically the volunteer garden group. He would also look at drawing up a brief annual report for future use.	MJ
9.	<p>STAFFING & TRAINING</p> <p>a) Cllrs approved the Clerk’s appraisal. This had been conducted by Cllr M. Jones following consultation with fellow Cllrs.</p> <p>b) The Clerk confirmed that he had registered to complete the Finance Introduction to Local Council Administration (FiLCA) qualification as approved by the Council (see also Appendix 1: Schedule of Payments) at a previous meeting.</p> <p>Cllr Moffatt requested that he attend the next meeting between the Clerk and Internal Auditor. The Clerk to arrange nearer the time.</p> <p>Cllr Cline requested information on training courses relating to planning – the Clerk to provide a link to the relevant section of the Surrey Association of Local Councils’ website.</p>	JM DC SBo
10.	<p>PAYMENTS AND EXPENDITURE</p> <p>The full and final list of payments totalling £11,574.61, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>The Clerk advised that he had spoken with the hanging basket contractor who had agreed not to charge for baskets which had been consistently missing from the village gateway signs – the cost of the Spring hanging baskets was lower, than usual, for this reason.</p>	SBo
11.	<p>NEXT MEETING</p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 13th February 2023.</p> <p>The Clerk handed around the preliminary schedule of meetings for the remainder of 2023 for Cllrs to note.</p>	ALL ALL
12.	<p>SUB-SECTION 2 - Public Bodies (Admissions to Meetings) Act 1960:</p> <p>None.</p>	



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
182 [#]	Simon Bold	**	Clerk's salary for December 2022	Staffing
183 [#]	Surrey Pension Fund	306.73	Clerk's pension – employee and employer contributions for December 2022.	Staffing
184	SLCC Enterprises Ltd	72.00	FiLCA enrolment (£60 net of VAT)	Training
185	A Siddall	45.00	Removal and disposal of Christmas Tree	Groundworks
186	Simon Bold	172.88	Reimbursement of costs incurred in November and December 2022	Office
187	HM Revenue & Customs	958.87	PAYE (Tax & NI) for Q3 2022/23	Staffing
188	Netwise Training Limited (t/a Netwise UK)	600.00	Council website and email domain, hosting and maintenance services (£500 net of VAT)	I.T.
189	PCC of St Luke Whyteleafe	60.00	Meetings from 14 th November to 23 rd January 2023	Hall hire
190	CJS Plants Ltd	826.50	Spring hanging basket display and maintenance (£688.75 net of VAT)	Hanging baskets
191	EML Installations Ltd	7,440.00	Festive lights motifs 2022/23 (£6,200 ex-VAT).	Winter decorations
	TOTAL	£11,574.61		

[#] 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.