



## Minutes of the Village Council meeting held on 13<sup>th</sup> February 2023

### Councillors (Cllrs) present:

Marcus Jones (Chair), Deano Cline,  
 June Henty, Zach Jones and John Moffatt.

### Attending:

District Cllr Jeffrey Gray  
 one visitor (part)

### In attendance:

Simon Bold (Clerk)

Meeting started at **8:00pm** and closed at **9:35pm**

1.	<b>APOLOGIES FOR ABSENCE</b> Cllrs Sakina Bradbury and David Lee 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 meeting of 16 <sup>th</sup> January 2023 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SBo
4.	<b>COUNCIL PRIORITIES</b> The Clerk provided a summary of activity since the last meeting. In respect of the items below, the following actions were noted: Community Resilience – i) Tandridge District Council (TDC) had advised that they were currently unable to fulfil their commitments to the Village Council under the 'Additional Sweeping Arrangements' due to road sweepers being "off the road." No charges would be made in the circumstances. The Clerk to write to Whyteleafe's District Cllrs to state that the situation is detrimental to Whyteleafe and that TDC should adequately resource its street cleaning teams as a matter of urgency. ii) Cllrs to report any block drains they see to Surrey County Council (SCC) via the 'Report-It' facility on the SCC website and make a note of the relevant reference number. iii) Cllr Moffatt and Cllr M.Jones to review the current Resilience Plan for Whyteleafe and bring any matters of significance back to a future meeting. Environmental Enhancements – iv) The Clerk to hold-off the procurement of planters until GTR has confirmed the delivery and installation arrangements for both Whyteleafe and Whyteleafe South Railway Stations. The Clerk to chase-up for news. v) The Clerk advised that the new street litter bins would be installed, according to the approved schedule, over the coming two weeks. The Clerk to liaise with the contractor. vi) Cllr Cline to meet with local garden volunteers and circulate a note of the meeting including the group's proposals for enhancements to the	SBo  MJ JM  SBo  SBo  DC



	Community Garden, Whyteleafe Hill. vii) Cllrs agreed that a Council-led litter pick should take place in late March (see also item 8 below). The Clerk to publicise and liaise with volunteers including those of the Whyteleafe Community hub and St Luke's Church.	ALL SBo
5.	<b>RISK REGISTER</b> Cllr Moffatt provided a brief summary of a review that he, Cllr Z.Jones and the Clerk had completed. An updated Risk Register had been circulated prior to the meeting. No questions or queries were raised and Cllrs approved the document. The Clerk to publish the document on the Council's website. The Clerk to send Cllr Moffatt copies of the risk assessments in relation to litter picking and snow clearance.	SBo
6.	<b>PLANNING</b> a) Cllr Moffatt provided a brief report of the Planning Committee meeting of 23 <sup>rd</sup> January 2023. Cllrs acknowledged that TDC had refused the Certificate of Lawfulness Applications in respect of the Stablefields site (2022/1154 & 2022/1156). b) Cllrs Cline, Z.Jones and Moffatt confirmed their availability to attend the next Committee meeting scheduled for 27 <sup>th</sup> February 2023. c) Cllr Moffatt provided a brief verbal report of the Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group meeting of 28 <sup>th</sup> January 2023. Cllr Moffatt to circulate copies of the final minutes, once available, to all Cllrs for reference.	DC ZJ JM  JM
7.	<b>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</b> a) A copy of a grant application on behalf of the Whyteleafe Community Hub Coronation Committee had been circulated prior to the meeting. Prior to the start of the meeting, the Chairman of the Community Hub had summarised the contents of the completed application and described a day of events to celebrate the King's coronation on Sunday 7 <sup>th</sup> May 2023. Cllrs reviewed and discussed the application and approved a donation of £2,000 from general reserves for this unique and historic occasion. The Clerk to confirm the award in writing and remind the applicant of the Council's Grant Scheme's terms and conditions and the requirement to maintain and make available, if requested, financial records of the event (see also item 10 below). Cllrs proposed that the next Annual Village Assembly take place on Monday 24 <sup>th</sup> April (in place of the scheduled Planning Committee which will be moved to Thursday 27 <sup>th</sup> April). The Clerk to book the Transept at St Luke's Church. Cllr Cline to contact local voluntary groups to invite them to attend the Assembly. Cllr M.Jones to attend the Surrey Association of Local Councils' (SALC) Chairs Forum, via zoom, scheduled for 27 <sup>th</sup> February. Cllr Cline to attend the next East Surrey Transport Committee meeting scheduled to take place on 8 March.	SBo  ALL SBo DC  MJ  DC
	<i>The meeting was temporarily adjourned prior to the start of item 7b).</i>	



	<p>b) The Clerk provided a summary of recent groundwater readings collated by TDC and compared these to readings taken at the same time last year. The risk of flood to property remained relatively low this year.</p> <p>The Clerk advised that SCC had recently announced that it intended to take back ‘in-house’ the operation of both environmental maintenance and on-street parking enforcement effective 1 April 2023.</p> <p>Cllrs were reminded to provide any suggestions for locations of new on-street electric vehicle charging points to County Cllr Gray (as part of the Surrey Local Transport Plan program).</p> <p>Cllrs briefly discussed the current Local Government Boundary Commission for England review of Tandridge. Cllrs decided not to submit any initial comments on behalf of the Village Council and noted that the Commission would consult again, on its own proposals, in the summer.</p>	ALL
8.	<p><b>PUBLICITY AND COMMUNICATIONS</b></p> <p>Cllr M.Jones confirmed that he had provided an article about volunteering and litter for publication in the March editions of the CR3 magazine and Tandridge Independent. The Clerk confirmed the dates of the Keep Britain Tidy’s ‘Spring Clean’ campaign and Cllrs discussed details of the Council’s litter pick to take place in late March 2023. The Clerk to coordinate.</p> <p>Cllr Cline to provide a new (head and shoulders) photograph for use on the Council’s website. Once received, the Clerk to source photo-ID cards for all Cllrs.</p>	SBo DC SBo
	<i>The meeting was temporarily adjourned during the next item.</i>	
9.	<p><b>FINANCE</b></p> <p>Cllr Z.Jones reconciled the Council’s financial summary, for the period ending 31 January 2023, with the Council’s bank and investment statements - he signed each document for audit purposes.</p> <p>The Clerk provided a brief verbal summary of the Council’s financial position including a breakdown of reserves and variances (i.e., budgets versus expenditure to date). A summary, by email, would be circulated to all Cllrs for reference.</p> <p>Cllrs noted that reviews of the Council’s current festive lighting and hanging basket contracts would be completed by Cllrs Cline, Z.Jones and Moffatt (along with the Clerk) in the next few months.</p>	SBo DC ZJ JM SBo
10.	<p><b>PAYMENTS AND EXPENDITURE</b></p> <p>The full and final list of payments totalling £14,142.19, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>Cllrs approved planning training for Cllr Cline via SALC at a maximum cost of £40. Cllrs also agreed expenditure relating to the procurement of a ‘all-in-one’ office printer for use by the Council (up to a maximum cost of £200 from the ‘office’ budget). The Clerk to procure.</p>	SBo DC SBo
11.	<p><b>NEXT MEETING</b></p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on</p>	



	Monday 13 <sup>th</sup> March 2023.	
12.	<b>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.</b>	ALL

### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
192*	Simon Bold	**	Clerk's salary for January 2023	Staffing
193	Surrey Pension Fund	306.73	Clerk's pension – employee and employer contributions for January 2023	Staffing
194	Starboard Systems Limited t/a Scribe Accounts	414.72	Scribe Accounts annual subscription 2023/24 (£345.60 net of VAT)	Office
195	Glasdon UK Limited	7,332.61	Street litter bins and fixings (£6,110.50 net of VAT)	CIL
196	Nick Dance (Agricultural Contractor)	1,276.80	Delivery and installation (including ballast) - 19 street bins (£1,064 net of VAT)	Environmental Enhancements
197	Simon Bold	24.50	Reimbursement of costs incurred during January 2023	Office
198	Grass2Long	275.00	Community Garden work and disposal of Christmas Tree (and including spoiled cheque #185)	Groundworks
199	Grass2Long	1,419.20	Refurbishment work at the Community Garden.	Environmental Enhancements
200	Whyteleafe Community Hub	2,000.00	Grant - King's Coronation event in May 2023 ( <i>General power of competence – Localism Act 2011, ss1-8</i> ).	General reserves
	<b>TOTAL</b>	<b>£14,142.19</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.