



Minutes of the Village Council meeting held on 13th March 2023

Councillors (Cllrs) present:

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

Attending:

Two visitors (part)

In attendance:

Simon Bold (Clerk)

Meeting started at **8:00pm** and closed at **9:40pm**

1.	APOLOGIES FOR ABSENCE Cllr Sakina Bradbury had provided her apologies prior to the meeting which Cllrs acknowledged and accepted.	
2.	CODE OF MEMBERS' CONDUCT No Cllr declared any Disclosable Pecuniary Interest and/or "Other Interests" in respect of items on the agenda.	
3.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 13 th February 2023 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SBo
	<i>Cllr Lee joined the meeting during the next item. He confirmed that he had no Disclosable Pecuniary Interests and/or "Other Interests" in respect of items on the agenda.</i>	
4.	COUNCIL PRIORITIES Community Resilience: i) Cllr Moffatt confirmed that he had started his review of the Council's Resilience Plan and would liaise with Cllr M. Jones before bringing any proposals, if applicable, to a future meeting of the Council. Environmental Enhancements: ii) Cllr M. Jones provided a brief verbal summary of a recent meeting of local gardening volunteers and outlined their ideas for enhancements to the Community Garden. A garden plan was being drawn up which would involve structural plants (supplied and planted by the Council) as well as herbaceous plants nurtured and planted by volunteers. Cllrs approved expenditure of up to £300 for the purchase of herbaceous plants and up to £2,500 (all from the Environmental Enhancements budget) for larger plants for use in the Community Garden and, if necessary, additionally at the Whyteleafe and Whyteleafe South Railway Stations (ref the Station Partnership Scheme). The Clerk to oversee payment arrangements. iii) Cllrs agreed that two post mounted bins, which had been retained following the installation of new bins across Whyteleafe, should be installed at the bus stops opposite Whyteleafe South Station and the BP Garage, Godstone Road – the Clerk to arrange. Cllrs felt this would top-up any shortfall in capacity in these locations and agreed to monitor the effectiveness of all the new bins in Whyteleafe and provide any further feedback to the Clerk. iv) Cllr Moffatt offered to make enquiries about the replacement of two missing	JM MJ SBo SBo ALL



	<p>wooden benches on Whyteleafe Hill and report back with his findings and any proposals at a future meeting.</p> <p>v) Cllrs discussed the play equipment at Whyteleafe Recreation Ground that had been waiting for repair for many weeks. The Clerk provided a summary of his discussions with Tandridge District Council (TDC) on the subject. Cllrs expressed a willingness to consider match-funding repairs, as an exception, in order to bring the playground back into full use as soon as possible (maximum expenditure of £1,600 using Community Infrastructure Levy reserves). Cllrs added that this should be based on a limited time offer along with TDC's commitment to repair the equipment promptly, replace all the bark around the swings and re-instate quarterly discussions about future improvements to the Rec and the wider Open Spaces Strategy for Whyteleafe. The Clerk to speak to TDC on the above basis and provide feedback to Cllrs.</p> <p>Highways:</p> <p>vi) Cllrs discussed a briefing note provided prior to the meeting by County Cllr Jeffrey Gray which set out details of his recent discussions with Surrey County Council (SCC) Highways Officers. Cllrs agreed to continue their support of the nomination of the junction of Whyteleafe Hill/ Hornchurch Hill/ Church Road as the 2023/24 Integrated Transport Scheme (ITS) for the local area (in order to try to resolve safety concerns). Cllrs also agreed to support, as their secondary nomination, the junction of Godstone Road/ Salmons Lane (due to traffic congestion whenever the level crossing barriers are down for lengthy periods).</p> <p>vii) Cllrs Cline, M. Jones and Lee (and the Clerk) to attend a SCC Highways site visit organised by County Cllr Gray to discuss the above and a small number of other highways priorities previously raised with the County Cllr by the Village Council.</p>	<p>JM</p> <p>SBo</p> <p>DC MJ DL SBo</p>
5.	<p>PLANNING</p> <p>a) Cllr Moffatt provided a brief report of the Planning Committee meeting of 27th February 2023. Cllrs discussed the slowness of TDC's planning application service and the noticeable lack of communication from their Planning Officers. Cllr Lee advised that this topic had been raised at the most recent full Council meeting of TDC and that District Cllrs had been advised that measures to improve the situation were in-hand.</p> <p>b) Cllrs Cline, Z Jones and Moffatt confirmed their availability to attend the next Village Council Planning Committee meeting scheduled for 27th March 2023.</p>	<p>DC ZJ JM</p>
6.	<p>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</p> <p>a) Cllrs briefly discussed preparations for the Annual Parish Assembly. The Clerk to liaise with members of St Luke's Church and the Whyteleafe Community Hub. Cllr M. Jones, assisted by the Clerk, to prepare a presentation of Council activity in the last year or so. Cllrs approved expenditure of up to £100 for refreshments which Cllr M Jones and the Clerk would procure. Cllrs also agreed a maximum of £150 for double-sided A5 leaflets to publicise both the Assembly and the King's Coronation events in Whyteleafe – Cllrs</p>	<p>MJ SBo</p> <p>MJ SBo</p>



	<p>volunteered to distribute these over the Easter weekend to households across Whyteleafe. Cllr M Jones and the Clerk to oversee the copy and the Clerk to procure the leaflets.</p> <p>Cllrs acknowledged the arrangements for the Council's litter pick on Sunday 26th March starting from central Whyteleafe. The Clerk to bring supplies of equipment for use by volunteers and to notify the Council's insurer of details of the event.</p> <p>Cllr Cline provided a summary of the last meeting of the East Surrey Transport Committee and agreed to circulate copies of the minutes, once available, to all Cllrs.</p> <p>b) No items of correspondence or any consultations were raised on this occasion.</p>	<p>ALL MJ SBo</p> <p>ALL SBo</p> <p>DC</p>
7.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr M. Jones confirmed that the CR3 and Tandridge Independent articles for publication in April had been completed. Cllrs agreed that the next article, to be written by Cllr M Jones, should publicise the forthcoming King's coronation celebrations in Whyteleafe.</p>	MJ
8.	<p>FINANCE</p> <p>a) Cllrs reviewed and approved the Council's List of Assets that had been prepared and circulated prior to the meeting by the Clerk. Cllrs Z Jones and Moffatt volunteered to help the Clerk inspect the condition of each asset over the coming months.</p> <p>b) Cllrs briefly discussed the Council's Grant Scheme for 2023 and its publicity. Cllrs decided to extend the first submission deadline to 31 May 2023 to enable sufficient time to promote the Scheme and, it was hoped, encourage plenty of applications. The Clerk to upload the updated Grant Form to the Council's website. The Clerk to also update the promotional poster for display on the Council's notice boards and website.</p> <p>c) Cllr Cline to provide a copy of a supplier's quotation for Christmas lights to the Clerk – the Clerk to obtain quotes from other contractors in addition to 'like-for-like' comparisons with the Council's existing display. Cllrs Cline, Z. Jones and Moffatt to prepare a proposal for consideration by fellow Cllrs at a future Council meeting.</p> <p>The Clerk to initiate a review of the Council's hanging basket arrangements.</p>	<p>ZJ JM</p> <p>SBo</p> <p>SBo DC ZJ JM SBo</p>
9.	<p>PAYMENTS AND EXPENDITURE</p> <p>The full and final list of payments totalling £4,240.46, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>Cllrs acknowledged that the cost of hiring the Transept for meetings had increased with effect from 1 March 2023.</p>	SBo
10.	<p>NEXT MEETING</p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 15th May 2023.</p>	ALL
11.	<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
201	Caterham on the Hill Parish Council	641.47	Annual Contribution to the CCW Neighbourhood Plan Implementation Group	Neighbourhood Plan
202	Caterham on the Hill Parish Council	215.00	Grit / Salt supplies for winter servicing and snow clearance	Winter Gritting
203	Starboard Systems Limited t/a Scribe Accounts	46.80	Year-End financial checks and advisory services	Audit
204	Society of Local Council Clerks	148.00	Annual membership fee 2023/24	Affiliations
205	Simon Bold	**	Clerk's salary for February 2023	Staffing
206	Surrey Pension Fund	306.73	Clerk's pension – employee and employer contributions for February	Staffing
207	Surrey ALC Limited	1,401.77	Subscription including the National Association of Local Councils for 2023/24	Affiliations
208	Surrey County Playing Fields Association	10.00	Affiliation fee for 2022/23 (retrospective)	Affiliations
209	Simon Bold	298.06	Reimbursement of costs incurred during February 2023 (incl. new colour printer)	various
210	PCC of St Luke Whyteleafe	80.00	Meetings in February and March 2023 inclusive	Hall hire
	TOTAL	£4,240.46		

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