



Minutes of the annual meeting of Whyteleafe Village Council held on 15th May 2023

Councillors (Cllrs) present:

Marcus Jones (existing Chair), Deano Cline (new Chair),
 Sakina Bradbury, June Henty and John Moffatt.

Attending:

seven visitors (part)

Meeting started at **8:20pm** and closed at **9:45pm**

In attendance:

Simon Bold (Clerk)

1.	<p>TO ELECT THE CHAIR OF THE COUNCIL Cllr M. Jones (current Chair) presided at the start of the meeting in accordance with Standing Orders. Cllr Cline was nominated as Chair which Cllr Moffatt seconded. Cllrs elected Cllr Cline to be the Council's Chair and he completed a Declaration of Acceptance of Office. Cllr Cline then took over the chairmanship of the meeting.</p>	
2.	<p>TO ELECT A VICE-CHAIR OF THE COUNCIL (OPTIONAL) Cllr Moffatt was nominated as Vice-Chair which Cllr M. Jones seconded. Cllrs elected Cllr Moffatt to be Vice-Chair of the Council and he completed a Declaration of Acceptance of Office (Vice-Chairman). The Clerk to confirm the roles taken by Cllrs Cline and Moffatt to Tandridge District Council (TDC), the Surrey Association of Local Councils and the external auditor, to ensure the accuracy of their records.</p>	SB
3.	<p>APOLOGIES FOR ABSENCE Cllrs Zach Jones and David Lee had provided their apologies prior to the meeting.</p>	
4.	<p>CODE OF MEMBERS' CONDUCT Cllr M. Jones declared a Disclosable Pecuniary Interest in respect of item 16 'Payments and Expenditure'. No other Cllr declared any Disclosable Pecuniary Interest and/or "Other Interests" in respect of items on the agenda.</p>	
5.	<p>MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 13th March 2023 as a correct record. The Clerk to display copies on the Council's notice boards and website.</p>	SB
6.	<p>STANDING ORDERS Cllrs reviewed the Council's Standing Orders, which had been circulated by the Clerk prior to the meeting, and adopted the document without amendment. The Clerk to re-issue and upload a copy to the Council's website.</p>	SB
7.	<p>DELEGATION 1. Cllrs approved the Terms of Reference in respect of the Planning Committee and re-approved the Council's Scheme of Delegation. The Clerk to re-issue each document and upload a copy to the Council's website. Cllrs Cline and Moffatt agreed to obtain a copy of the Terms of Reference of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan (CCWNP) Implementation Group - a joint Committee - for review at a future Council</p>	SB DC JM



	<p>meeting.</p> <p>2. Cllrs Bradbury, Cline, M. Jones and Moffatt were appointed members of the Planning Committee with Cllr Moffatt also appointed as the Committee's Chair. Cllrs Cline and Moffatt agreed to continue be the Council's representative members of the CCWNP Implementation Group.</p> <p>3. Cllr Moffatt provided a verbal report of the Planning Committee meetings of 27th March and 27th April 2023.</p> <p>4. Cllrs Cline, M. Jones and Moffatt confirmed their availability for the next Planning Committee meeting scheduled for 22nd May 2023. Cllr Bradbury offered to act as reserve on this occasion.</p>	DC MJ JM
8.	<p>OTHER LOCAL AUTHORITIES</p> <p>Cllrs acknowledged that there were no extant contracts with other authorities following the inability of TDC to commit to the re-instatement of additional road sweeping arrangements.</p>	
9.	<p>REVIEW OF THE COUNCIL'S REPRESENTATION ON, OR WORK WITH, OUTSIDE BODIES</p> <p>Cllr Cline agreed to continue as the Council's representative on the East Surrey Transport Committee.</p> <p>Cllrs decided to review whether to continue to have a representative on the West Wickham, Spring Park and Coulsdon Commons Consultative Group until a later meeting – the Clerk to circulate background information prior to the next meeting.</p> <p>Cllr M. Jones advised that he, and Cllr Bradbury, had attended discussions with other Parishes about a Youth Open Spaces project - he volunteered to be the Council's representative and to update Cllrs on the project's progress.</p>	SB MJ
10.	<p>INSURANCE</p> <p>Cllrs approved details of the Council's insurance cover, with effect from 1st June 2023, which the Clerk had circulated prior to the meeting. Amendments to the cover reflected the increased value of the Council's assets, including cash reserves. Cllrs agreed the expenditure and acknowledged that this was £21 above the budget (see also item 16). The Clerk to procure and file documentation.</p>	SB
	<p><i>The meeting was adjourned for a short period at this point.</i></p>	
11.	<p>FINANCE</p> <p>1. Cllrs acknowledged receipt of the 2022/23 year-end Financial Statement (unaudited) and Cllr Henty reconciled the Statement against the Council's latest bank and investment statements.</p> <p>2. Cllrs reviewed and agreed the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2022/23 which the Clerk had circulated prior to the meeting. The Clerk to send the completed form to TDC.</p> <p>Cllrs expressed a wish to review, in future, a list of the Council's provisional CIL priorities on a quarterly basis (see also item 13).</p>	SB
12.	<p>AUDIT 2022/23</p> <p>Cllrs acknowledged receipt of the audit papers in respect of the Annual Governance and Accountability Return (AGAR) 2022/23 circulated by the Clerk, acting as the Council's Responsible Finance Officer, prior to the meeting.</p>	



	<p>1. Cllrs noted the contents of the Annual Internal Audit Report for 2022/23 and agreed that no specific actions were required as a result.</p> <p>2. Cllrs considered the Annual Governance Statement for 2022/23 (AGAR Form 3, Section 1) which they then approved and which Cllr Cline (Chairman) signed.</p> <p>3. Cllrs considered the Accounting Statements for 2022/23 (AGAR Form 3, Section 2) which they then approved and which Cllr Cline signed.</p> <p>The Clerk to display the Notice of Public Rights prior to 12th June and to send off the completed audit papers to the external auditor before 3 July 2023.</p>	SB
13.	<p>COUNCIL PRIORITIES</p> <p>Cllrs Cline and Moffatt to meet to discuss the monitoring and progression of the Council's established priorities and to report back to Cllrs at a future meeting.</p>	DC JM
14.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr M. Jones volunteered to draft the next CR3 and Tandridge Independent articles about the annual meeting and change of Chairman (for publication in June). Thereafter, it was agreed that Cllr Moffatt would prepare articles with Cllr M. Jones deputising if required.</p> <p>Cllr M. Jones to submit the draft June article to the Clerk for proofing and then submission to the relevant editors prior to the deadline of each publication.</p>	MJ JM SB
15.	<p>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</p> <p>1. The Clerk advised Cllrs that proposals from the Local Government Boundary Commission (England) in respect of Ward boundaries in Tandridge were expected to be published shortly and that a further consultation would take place between 30th May and 7th August 2023.</p> <p>Cllrs acknowledged the ongoing consultation in respect of a proposal to extend the Surrey Hills Area of Outstanding Beauty to nearby sites.</p> <p>Cllr Moffatt to respond positively, on behalf of Cllrs, to an open invitation by the Caterham & Whyteleafe Tennis Club to visit the site, meet volunteers, club members and see the facilities on offer.</p> <p>2. Cllrs had been pleased to see so many residents attend the Annual Parish Assembly held on the 24th April 2023 (approximately 50 individuals including local voluntary and community groups). Cllr M. Jones believed that this demonstrated a growing number of people taking an interest in their local community and being willing to get actively involved.</p> <p>Cllrs indicated their availability for a meeting hosted by TDC at Whyteleafe Recreation Ground to jointly review aspects of the local Open Spaces Strategy.</p> <p>Cllr Cline confirmed that he would attend the next CCWNP Implementation Group meeting scheduled for 27th May.</p>	JM ALL DC
16.	<p>PAYMENTS AND EXPENDITURE</p> <p>The full and final list of payments totalling £11,155.66, authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p>	SB
17.	<p>NEXT MEETING</p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on</p>	



	Monday 10 th July 2023.	ALL
18.	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
214*	Simon Bold	**	Clerk's salary for April 2023	Staffing
215*	Surrey Pension Fund	305.71	Clerk's pension – employee and employer contributions for April 2023	Staffing
216	DM Payroll Services Ltd	120.00	Payroll bureau services 2023/24	Office
217	Peter Skilton	181.80	Reimbursement of the purchase of young plants	Environmental Enhancements
218	Marcus Jones	130.64	Reimbursement of the purchase of plants & annual assembly refreshments.	Environmental Enhancements / refreshments
219	Simon Bold	161.12	Reimbursement of costs incurred by the Clerk in March and April 2023	various
220	CJS Plants Ltd	2,187.00	Summer hanging basket display and maintenance (£1,822.50 net)	Hanging baskets
221	Mulberry & Co	126.00	Year-End Internal Audit for 2022/23 (£105 net of VAT)	Audit
222	Arthur J Gallagher Insurance Brokers Ltd	496.06	Council Insurance Policy premium 2023-24	Insurance
223	PCC of St Luke Whyteleafe	100.00	Hall hire for meetings 24 & 27 th April, 15 th & 22 nd May.	Hall hire
224	Broxap Limited	6,232.80	Seven steel planters plus delivery (£5,194 net of VAT)	CIL
	TOTAL	£11,155.66		

**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.*