



Minutes of the meeting of Whyteleafe Village Council held on 10th July 2023

Councillors (Cllrs) present:

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

Attending:

Six visitors (part)
 District & County Cllr Jeffrey Gray

Meeting started at **8:45pm** and closed at **10:25pm**

In attendance:
 Simon Bold (Clerk)

1.	APOLOGIES FOR ABSENCE Cllr Sakina Bradbury had provided her apologies prior to the meeting.	
2.	CODE OF MEMBERS' CONDUCT Cllr Z. Jones had updated his Notification of Disclosable Pecuniary and Other Interest Form prior to the meeting - the Clerk to amend the Council's Register of Members' Interests and upload a copy to the Council's website. Cllr Moffatt advised that he would review his current Notification and provide any necessary amendments following the meeting. Cllr Cline declared a Disclosable Pecuniary Interest in respect of item 10 'Payments and Expenditure'. No other Cllr declared any Disclosable Pecuniary Interest and/or "Other Interests" in respect of items on the agenda.	SBo JM
3.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 15 th May 2023 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SBo
4.	FINANCE Cllrs acknowledged receipt of the Council's 2023/24 financial statement for the period ending 30 June 2023 (unaudited). The Clerk also provided a brief verbal summary of variances and reserves, including the level of the Council's Community Infrastructure Levy fund. Cllrs agreed that, in accordance with audit requirements, the Clerk to ask the Whyteleafe Community Hub to provide a summary of expenditure in respect of the King's Coronation event (which had been part-funded via the Council's Grant Scheme). In future, the Clerk to ask all recipients of grant donations to provide evidence of expenditure. Cllrs M. Jones and Moffatt volunteered to help local charitable and voluntary organisations better understand and, if applicable, make applications for funds via the Council's Grant Scheme.	SBo MJ JM
5.	OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS 1. Cllrs discussed recent disruption to residents in connection with some of the larger events held at the Whyteleafe Sports Centre (WSC) in Church Road. Cllrs supported the idea that WSC should be approached about setting up a 'liaison committee' (or similar) of stakeholders to consider issues raised by residents and others. Cllrs Henty, Z. Jones and Lee volunteered to be involved with this initiative. The Clerk to contact District and County Cllr	



	<p>Gray about putting the idea forward to WSC.</p> <p>Cllrs Cline and Lee had provided written comments, prior to the meeting, in respect of the Local Government Boundary Review of Tandridge. Cllrs summarised their concerns and agreed to use the comments from both Cllrs as the basis of the Council’s consultation response. On this basis, Cllr M. Jones and the Clerk to compile the final submission to be sent prior to the deadline of 7th August.</p> <p>The Clerk to ask the County Cllr for a status report of the Tandridge Parking Review 2023 (sites in Whyteleafe) for circulation to Cllrs.</p> <p>The Clerk to circulate details of an invitation he had received to ‘twin’ with a village in France. Cllr Z Jones remarked that he wished to consider the concept.</p> <p>2. Cllr Z. Jones explained the aims and activities of the West Wickham, Spring Park and Coulsdon Commons Consultative Group. Cllrs agreed that Z. Jones should remain the Council’s representative.</p> <p>3. Cllrs Cline and Moffatt to attend the next meeting of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group scheduled on 24th July 2023.</p>	<p>SBo</p> <p>MJ</p> <p>SBo</p> <p>SBo</p> <p>SBo</p> <p>ZJ</p> <p>ZJ</p> <p>DC</p> <p>JM</p>
	<p><i>The meeting was temporarily adjourned while Cllr Cline briefly left the meeting between items 6.2 and 6.3 below.</i></p>	
<p>6.</p>	<p>COUNCIL PRIORITIES</p> <p>1. Cllr Moffatt gave a brief verbal overview. He remarked that the seven new planters had been installed at the Whyteleafe railway stations and the new flower border in the Community Garden planted up, following painting of the rear fence. He added that Tandridge District Council (TDC) were expected to replace the bark chippings and repair play equipment within the play area at Whyteleafe Recreation Ground ahead of the school summer holiday, following lobbying by Cllrs.</p> <p>Cllr Moffatt also remarked that there remained more to do - such as improvements to highway gulley clearance, some parking issues (both would require the support of Surrey County Council) and further environmental enhancements including scheduling another Litter Pick. As a result, Cllr Moffatt to circulate an updated version of the Council’s top five priorities, in light of the above, by the start of August so that Cllrs and the Clerk can focus attention of moving these items forward and draw up any proposals, including estimated costs, for consideration at future meetings.</p> <p>Cllrs agreed that the Clerk should ask the County Cllr for suggestions from Highways Officers on how they would prevent motor vehicles parking across the pavement on the high street in central Whyteleafe.</p> <p>2. Cllrs Z. Jones and Moffatt had reviewed the Council’s Community Emergency Plan. As a result, Cllr Moffatt had provided details of minor amendments and a short additional section on ‘Communications’ for consideration by Cllrs prior to the meeting. Cllrs agreed all the suggested changes and the Clerk to issue an updated version, and to upload a copy to the Council’s website.</p> <p>Cllr Moffatt to review and, where appropriate, compile updates to the</p>	<p>JM</p> <p>SBo</p> <p>SBo</p> <p>JM</p>



	<p>document's appendices for consideration at a future meeting.</p> <p>3. The Clerk advised that he had been contacted by the Council's existing festive lights contractor with an offer of new motifs for the next three years. Cllr Cline confirmed that he did not have any alternative options to raise despite exploring the market and making various enquiries over recent months. As a result, Cllrs agreed to take up the offer of a new display on the basis that the cost would be within budget, that the existing contractor was based locally and had always proven to be reliable and responsive. The Clerk to procure.</p>	SBo
7.	<p>GRANT SCHEME 2023/24</p> <p>Cllrs discussed the grant application from the Caterham & Whyteleafe Tennis Club received prior to the submission deadline of 31 May 2023 and circulated by the Clerk ahead of the meeting. Cllrs agreed a donation of £1,230 (see also item 10 below).</p> <p>The Clerk to write to the applicant confirming the Council's decision and setting out the standard terms and conditions.</p>	SBo
8.	<p>PLANNING</p> <p>1. Cllr Moffatt provided a verbal summary of the Planning Committee meetings of 22th May and 26th June 2023.</p> <p>2. Cllrs Cline and Moffatt confirmed their availability to attend the next Committee meeting scheduled for 24th July 2023. The Clerk to check the availability of Cllr Bradbury nearer the time.</p>	SBo
9.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllrs briefly discussed the draft article for the CR3 magazine and Tandridge Independent provided by Cllr Cline which detailed the new planters and the enhancements to the Community Garden. The Clerk to proof the copy before submitting to the relevant editors prior to the deadline for each publication. Cllr M. Jones agreed to provide some (optional) photos to accompany the article.</p>	SBo MJ
10.	<p>PAYMENTS AND EXPENDITURE</p> <p>The full and final list of payments totalling £10,004.54 authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. This included the donation agreed under item 7 above. The Clerk to dispense these payments.</p> <p>Cllrs acknowledged the ongoing requirement to water the orchard trees in Whyteleafe Recreation Ground (using a contractor) given the prolonged spell of dry and hot weather. Cllrs asked the Clerk to pursue the possible installation of a (secure) outside tap by TDC at the adjacent toilet block (to provide another source of water for irrigation).</p>	SBo SBo
11.	<p>NEXT MEETING</p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 11th September 2023.</p>	ALL
12.	<p>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.</p>	



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
225*	Simon Bold	**	Clerk's salary for May 2023	Staffing
226*	Surrey Pension Fund	305.71	Employee and employer contributions for May 2023	Staffing
227	Caterham on the Hill Parish Council	641.47	Replacement for cheque no. #201	Neighbourhood Plan
228	Caterham on the Hill Parish Council	215.00	Replacement for cheque no. #202	Winter Gritting
229	London Green Belt Council	25.00	Annual subscription 2023	Affiliations
230	Mulberry & Co	60.00	Introduction to Planning training course 19 th June 2023	Training
231	Quality Garden Supplies Ltd	355.94	60 x bags of compost for seven planters (£296.62 net of VAT) – Station Partnership	Community Infrastructure Levy
232	Simon Bold	**	Clerk's salary for June 2023	Staffing
233	Surrey Pension Fund	305.71	Employee and employer contributions for June 2023	Staffing
234	HM Revenue & Customs	800.61	PAYE (Tax & NI) for Q1 2023/24	Staffing
235	Grass2Long	1,055.00	Regular maintenance since January 2023 and painting community garden rear fence	Groundworks & Environmental enhancements
236	Deano Cline	46.98	Purchase of hose for use in the Community Garden	Environmental enhancements
237	Simon Bold	656.06	Reimbursement of cost incurred May-June 2023 incl. payment to replace cheque #217 and purchase of trees	Various
238 [#]	Nick Dance	1,728.00	Watering of orchard trees since 1 st June to 31 st July 2023 (£1,440 net of VAT)	Environmental enhancements

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Chq No.	Payee	Amount £	Comments	Budget Line
239	Nick Dance	240.00	Temporary storage and local delivery of planters and compost (£200 net of VAT)	Community Infrastructure Levy
240	PCC of St Luke Whyteleafe	75.00	Hall hire for meetings 26 th June, 10 th July & 24 th July	Hall hire
DD	Information Commissioner (ICO)	35.00	Data Protection Registry annual fee 2023/24	Data Protection
241	Caterham & Whyteleafe Tennis Club	1,230.00	Grant Award	Grants
	TOTAL	£10,004.54		

* paid in accordance with the Council's Scheme of Delegation

paid in accordance with Financial Regulation 4.5

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

DD – paid by Direct Debit