



## Minutes of the meeting of Whyteleafe Village Council held on 11<sup>th</sup> September 2023

**Councillors (Cllrs) present:**

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

**Attending:**

Two visitors (one part)  
 District & County Cllr Jeffrey Gray

Meeting started at **8:05pm** and closed at **9:50pm**

**In attendance:**

Simon Bold (Clerk)

1.	<p><b>APOLOGIES FOR ABSENCE</b>          None (all Cllrs present).</p>	
2.	<p><b>CODE OF MEMBERS' CONDUCT</b>          No Cllr declared any Disclosable Pecuniary Interest and/or "Other Interests" in respect of items on the agenda.</p>	
3.	<p><b>MINUTES</b>          Cllrs approved that the Chair sign the minutes of the meeting of 10<sup>th</sup> July 2023 as a correct record. The Clerk to display copies on the Council's notice boards and website.</p>	SB
4.	<p><b>HIGHWAYS AND TRANSPORT</b>          Cllrs wished to raise numerous topics and, at the suggestion of Cllr Lee, Cllrs agreed to hold a separate meeting to review these items. The Clerk to check the availability of the transept at St Lukes for a meeting of Cllrs in late September or early October.          Cllrs discussed a proposal from Surrey County Council (SCC), as part of the Tandridge Parking Review 2023, to add a double yellow line at the top section of Salmons Lane in Whyteleafe near the junction with Whyteleafe Hill. Cllrs objected to the proposal and the Clerk to submit their comments to SCC as a matter of urgency.          Cllrs acknowledged that the Council's request for a parking space to be designated for Blue Badge holders in central Whyteleafe (A22) had been agreed by SCC and would be implemented as part of the Tandridge Parking Review 2023.</p>	SB  SB
5.	<p><b>COUNCIL PRIORITIES</b></p> <ol style="list-style-type: none"> <li>1. Cllr Moffatt briefly outlined the status of many of the Council's current priorities. Cllrs were pleased that Tandridge District Council (TDC) had managed to repair all the play equipment at Whyteleafe Recreation Ground prior to the start of the school summer holiday period.              Cllrs discussed several other priorities and the Clerk provided an estimated cost for many of these items (see also 5.2 below).</li> <li>2. Cllrs agreed expenditure, from Community Infrastructure Levy (CIL) reserves, relating to the purchase and installation at Whyteleafe Recreation Ground of:             <ol style="list-style-type: none"> <li>i. a simple wooden bench in the orchard at Whyteleafe Recreation Ground (maximum £300)</li> </ol> </li> </ol>	



	<p>ii. two lidded litter bins (£1,325)          iii. one bench with small plaque (£1,900)          and at two bus stops on Whyteleafe Hill          iv. two benches, one with a new lidded bin (£3,300)          Cllrs discussed and agreed expenditure of a maximum of £2,000 from the Environmental Enhancements budget, relating to the purchase of:          v. plants, compost, bulbs and, if necessary, a wheelbarrow in respect of the Community Garden, planters at Whyteleafe and Whyteleafe South railway stations and the planter on the high street.          Cllr M. Jones agreed to oversee planting for winter and spring in liaison with the garden volunteer group. He would also organise the purchase of all plants (and other items) in conjunction with the Clerk.          The Clerk to organise the procurement of the other items above.</p>	<p>MJ          SB</p>
6.	<p><b>PLANNING</b>          1. Cllr Moffatt provided a brief verbal report of the Planning Committee meetings of 24<sup>th</sup> July and 21<sup>st</sup> August 2023. Cllrs noted that the Planning Committee members continued to have concerns about the timeliness of planning decisions and planning enforcement by TDC. Cllr Moffatt advised that he had raised several examples pertaining to Whyteleafe with the new Chief Planning Officer at TDC and had included an invitation for them to attend a future meeting of the Village Council's Planning Committee. Cllr Moffatt to follow-up as necessary.</p>	<p>JM</p>
	<p><i>The meeting was temporarily adjourned at this point.</i></p>	
	<p>2. Cllrs Cline, Moffatt and M. Jones confirmed their availability to attend the next Planning Committee meeting scheduled for 25<sup>th</sup> September 2023.          3. Cllr Moffatt advised that the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group were currently considering updating and revising parts of the current Plan although discussions were only preliminary at this stage. Cllr Moffatt added that the Implementation Group had written to TDC raising their concerns about the development proposals at both Edgehill and the site next to it (junction of Stuart Road and Succombs Hill).</p>	<p>DC          JM          MJ</p>
	<p><i>The meeting was temporarily adjourned at the start of item 7.1 below.</i></p>	
7.	<p><b>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</b>          1. Cllr M. Jones briefly outlined an initiative with respect to support and provision for youth in Surrey and the local area. He volunteered to be the Village Council's appointee to attend future meetings along with other local council representatives. He agreed to provide further updates at future Village Council meetings.          2. Cllrs discussed preparations for Remembrance Day 2023 and agreed to expenditure of £200 to supplement the current stock of event poppies for display around sites in Whyteleafe – the Clerk to purchase directly from the Royal British Legion.          Cllr Moffatt offered to arrange the display of names of local people who had sacrificed their lives during the World Wars.</p>	<p>MJ          SB          JM</p>



	<p>Cllr Cline to attend the service at St Lukes on Sunday 12<sup>th</sup> November as well as a Battle of Britain service on 17<sup>th</sup> September. Cllrs agreed to fund floral tributes for each (including a poppy wreath for Remembrance) at a maximum total cost of £70. Cllr Cline and the Clerk to procure the tributes between them.</p> <p>Cllrs agreed that the installation of a Christmas Tree in the centre of Whyteleafe should be organised and part-funded by the Village Council - Cllr Cline to seek a local donation, as before, to off-set the cost.</p> <p>3. The Clerk advised that he had just received written confirmation that the Council had received an unqualified external audit ('clean') for the financial year ending 31 March 2023. He would provide full details ahead of the next Council meeting (for review by Cllrs) and would display the Notice of Conclusion of Audit on the Council's noticeboards and website prior to 30<sup>th</sup> September 2023.</p> <p>The Clerk also reminded Cllrs of the recent Surrey Association of Local Councils' newsletter and on-line forum for Cllrs scheduled to take place on 13<sup>th</sup> September. Finally, he advised of a consultation in respect of Biggin Hill Airport, relating to flight paths, and would circulate the details for information.</p>	<p>DC SB</p> <p>DC</p> <p>SB</p> <p>SB</p>
8.	<p><b>PUBLICITY AND COMMUNICATIONS</b></p> <p>Cllr Moffatt volunteered to draft the next CR3 and Tandridge Independent articles about the Council's grant award scheme and the recent donation by the Village Council to the Caterham &amp; Whyteleafe Tennis Club (a not-for-profit organisation). The Clerk to proof the copy before submitting to the relevant editors prior to the deadline for each publication.</p>	<p>JM</p> <p>SB</p>
9.	<p><b>PAYMENTS AND EXPENDITURE</b></p> <p>The full and final list of payments totalling £5,020.21 authorised by Cllrs, is shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>Cllrs also approved expenditure in relation to the supply and maintenance of hanging baskets, during the next six months, for the centre of Whyteleafe (£985 net of VAT). The Clerk to instruct the contractor to proceed.</p>	<p>SB</p> <p>SB</p>
10.	<p><b>NEXT MEETING</b></p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 13<sup>th</sup> November 2023.</p>	<p>ALL</p>
11.	<p><b>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</b></p> <p>None.</p>	



### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
244*	Simon Bold	**	Clerk's salary for August 2023	Staffing
245*	Surrey Pension Fund	305.71	Employee and employer contributions for August 2023	Staffing
246	Surrey ALC Limited	1,401.77	Replacement for cheque #207	Affiliations
247	SSE Energy Supply Ltd ('SSE')	363.76	Unmetered power supply (Christmas lights 2022/23)	Festive Lights
248	East Surrey Transport Committee	10.00	Annual affiliation fee (2023/24)	Affiliations
249	A Siddall t/a Grass2Long	860.00	Community Garden mowing and refurbishment of benches and jet-washing paved areas	Groundworks & Environmental Enhancements
250	Simon Bold	199.44	Reimbursement of costs incurred in July-August 2023	Various
251	PCC of St Luke Whyteleafe	75.00	Hall hire for meetings of 21 <sup>st</sup> August & 11 <sup>th</sup> + 25 <sup>th</sup> Sept 2023	Hall hire
252	PKF Littlejohn LLP	378.00	Annual external audit for the year ending 31 March 2023 (£315 net of VAT)	Audit
253	CJS Plants Ltd	312.00	Winter basket display (entry signs) supply and maintenance (£260 + VAT)	Hanging baskets
	<b>TOTAL</b>	<b>£5,020.21</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.*