





	<p>Council (TDC). Cllr Cline and the Clerk to survey further highway drains over the coming months and report any issues they observe to SCC and Village Cllrs. The Clerk to chase-up SCC for the implementation of the two on-street disabled parking spaces in the centre of Whyteleafe (part of the Tandridge Parking Review 2023).</p> <p>The Clerk asked Cllrs to consider whether they wished to submit anything for the Tandridge Parking Review 2024 (scheduled to close for nominations by the end of February 2024).</p>	<p>DC SB</p> <p>ALL</p>
5.	<p><b>COUNCIL PRIORITIES</b></p> <p>The Clerk reported that in respect of community resilience, in addition to the survey of highways drains (see item 4), he had also surveyed all the SCC grit bins in Whyteleafe. He advised that 3 bins requiring either repair or topping-up had been reported to SCC.</p> <p>Cllrs discussed the progress of various ongoing environmental enhancement projects such as winter planting in the community garden and Railway Stations plus a daffodil planting weekend in Whyteleafe at the beginning of December. Cllrs Cline, M. Jones and members of the Whyteleafe Community Hub to finalise the details of the event, including its publicity.</p> <p>Cllr Moffatt suggested that the Council undertake a ‘walk through’ of its Emergency &amp; Resilience Plan to test how it would perform in practice. Cllr M. Jones and the Clerk volunteered to help. Cllr Moffatt to organise a suitable date for this.</p> <p>The Clerk to ask TDC whether a single large litter bin can be installed opposite Whyteleafe South Station, instead of the two post-mounted bins, to address the relatively high amount of rubbish currently being placed in the bins in this location.</p> <p>The Clerk confirmed that the new benches and bins discussed at the last meeting had been ordered and that details of installation had been agreed with the contractor – delivery was expected in six to eight weeks.</p>	<p>DC MJ</p> <p>JM</p> <p>SB</p>
6.	<p><b>FINANCE &amp; BUDGET 2024/25</b></p> <ol style="list-style-type: none"> <li>1. Cllrs acknowledged receipt of the Council’s 2023/24 Financial Statement and Summary of Reserves for the period ending 31 October 2023 (unaudited). The Clerk advised that he expected the environmental enhancements budget to be over-spent by the end of the financial year by virtue of the extra irrigation required for the recently planted orchard trees at Whyteleafe Recreation Ground but added that opportunities for virement from underspent budget lines could be expected as well.</li> <li>2. Reconciliation of the Financial Statement was not possible on this occasion. This item to be carried forward to the next Council meeting.</li> <li>3. The Clerk outlined the budget setting process for 2024/25. After a brief discussion, it was agreed that the Clerk arrange an informal meeting of Cllrs, in December, to consider a draft budget for subsequent review and ratification at the Council’s January 2024 meeting.</li> <li>4. Cllrs had been asked to review the Council’s Financial Regulations prior to the meeting. After a brief discussion, Cllrs agreed to re-adopt the document</li> </ol>	<p>SB</p> <p>SB</p>



	(unchanged). The Clerk to issue the newly approved version.	SB
7.	<p><b>GRANTS</b></p> <p>Cllrs discussed three grant applications received prior to the submission deadline of 30 September 2023 and circulated by the Clerk ahead of the meeting. Cllrs agreed donations totalling £2,050 (see also item 12 below). The Clerk to write to each applicant confirming the Council's decision and applicable terms and conditions.</p>	SB
8.	<p><b>PLANNING</b></p> <ol style="list-style-type: none"> <li>1. Cllr Moffatt provided brief verbal reports of the Planning Committee meetings of 25<sup>th</sup> September and 23<sup>rd</sup> October 2023. He added that Helen Murch, Chief Planning Officer of TDC, had been invited to come to Whyteleafe and discuss local planning issues with Cllrs. The Clerk to finalise arrangements.</li> <li>2. Cllrs Cline, M. Jones and Moffatt confirmed their availability to attend the next Planning Committee meeting scheduled for 27<sup>th</sup> November 2023 at 6pm. Cllrs Bradbury, Cline and Moffatt indicated their availability to attend the Planning Committee meeting scheduled for 18<sup>th</sup> December 2023 at 7pm.</li> <li>3. Cllrs Cline and Moffatt confirmed that they would attend the next meeting of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group. All Cllrs wished to have a clear statement from the Group about its future purpose and goals for the Plan area, to enable the Village Council to weigh-up the benefits of its continued participation.</li> </ol>	SB DC MJ JM SBr DC JM
9.	<p><b>AUDIT</b></p> <p>The Clerk had circulated, prior to the meeting, the External Auditor's report and Certificate for the year ending 31 March 2023 – no issues had been raised and Cllrs felt that no follow-up action was, therefore, necessary.</p> <p>The Clerk confirmed that the Notice of Conclusion of Audit had been put on display on the Council's website and notice boards prior to 30<sup>th</sup> September 2023.</p>	
10.	<p><b>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</b></p> <ol style="list-style-type: none"> <li>1. It was agreed that Cllr Cline should take on the role of Council representative with respect to Youth Open Access activities and meetings (taking over from Cllr M. Jones).</li> <li>2. Cllrs discussed the Carol Singing event scheduled for early December and the Clerk confirmed that the Christmas Tree had been ordered and delivery arranged. Cllr Cline to seek a local donation to off-set some of the cost of the tree and to confirm the details to the Clerk.</li> <li>3. Cllrs acknowledged the final recommendations of the Local Government Commission's electoral review of Tandridge Council. No further action was deemed necessary.</li> </ol> <p>Cllrs responded positively to a written invitation from the Chairman of TDC for each Tandridge-based Parish Council to field a quiz team for a competition, between January and March 2024, for the benefit of his official chosen charities. The Clerk to inform TDC.</p>	DC DC SB
11.	<p><b>PUBLICITY AND COMMUNICATIONS</b></p> <p>Cllr M. Jones volunteered to draft the next CR3 and Tandridge Independent</p>	MJ



	articles for publication in January 2024 based on a review of the Village Council's activities over the last twelve months. The Clerk to proof the copy before submitting to the relevant editors prior to the deadline for each publication.	SB
12.	<p><b>PAYMENTS AND EXPENDITURE</b></p> <p>The full and final list of payments totalling £9,313.09 and authorised by Cllrs is shown at Appendix 1. The Clerk to dispense these payments.</p> <p>Cllrs also approved expenditure of a maximum of £1,500 in relation to tree work at the community garden (following an independent tree survey commissioned by the Council). The Clerk to commission this work. The Clerk had obtained five quotations from competent tree surgeons (e.g., Arboriculture Association Approved).</p> <p>Cllrs noted that the National Joint Council for Local Government Services pay rates for 2023/24 had finally been published and that, in accordance with the Clerk's Contract of Employment, back-dated pay to April 2023 was due and would be included in the Clerk's December pay.</p>	SB  SB
13.	<p><b>NEXT MEETING</b></p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 15<sup>th</sup> January 2024. A schedule of meetings for 2024 to be discussed and agreed at the next meeting.</p>	ALL
14.	<p><b>SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</b></p> <p>None.</p>	



### Appendix 1: Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>	<b>Budget Line</b>
254*	Simon Bold	**	Clerk's salary for September 2023	Staffing
255*	Surrey Pension Fund	305.71	Employee and employer pension contributions for September 2023	Staffing
256*	HM Revenue & Customs	800.81	PAYE (Tax & NI) for Q2 2023/24	Staffing
257*	Simon Bold	**	Clerk's salary for October 2023	Staffing
258*	Surrey Pension Fund	305.71	Employee and employer pension contributions for October 2023	Staffing
259	Deano Cline	35.00	Floral tribute re: Battle of Britain ceremony	Office
260	Marcus Jones	110.12	Bedding plants for the Community Garden and Railway station planters	Environmental Enhancements
261	CJS Plants Ltd	1,181.70	Winter hanging baskets - supply and maintenance (net of VAT £984.75)	Hanging baskets
262	PCC of St Luke Whyteleafe	125.00	Hall hire of meetings in October through to December 2023	Hall hire
263	Nick Dance	1,728.00	Watering of orchard trees in August to October 2023 (excl. VAT £1,440)	Environmental Enhancements
264	Simon Bold	441.98	Reimbursement of costs incurred September to October 2023 including orchard bench/ street poppies	various
265	PCC of St Luke Whyteleafe	350.00	Grant payment	Grants
266	Whyteleafe Community Hub	200.00	Grant payment	Grants
267	Citizens Advice Tandridge District	1,500.00	Grant payment	Grants
	<b>TOTAL</b>	<b>£9,313.09</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.*