



Minutes of the meeting of Whyteleafe Village Council held on 15th January 2024

Councillors (Cllrs) present:

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

Attending:

Four visitors (all part)
 District & County Cllr Jeffrey Gray

Meeting started at **9:00pm** and closed at **9:55pm**

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 1. No Cllr declared any Disclosable Pecuniary Interest and/or Other Interests in respect of items on the agenda. 2. The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate in respect of item 6.3 below.	
3.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 13 th November 2023 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SB
4.	HIGHWAYS AND TRANSPORT Cllrs discussed the installation of roadside bollards outside the Tesco store (Godstone Road) as a further deterrent to drivers who persist in stopping on the double-yellow lines (and causing disruption to traffic and increasing the risk of an accident). Cllrs agreed to commit £4,000 of Community Infrastructure Levy (CIL) funds - the Clerk to request that Surrey County Council (SCC) Highways undertake an assessment of this proposal. Cllrs discussed traffic speed along the lower section of Westhall Road. Several ideas on how to slow traffic were considered. Cllrs requested that the Clerk approach the County Cllr and SCC Highways to seek their views and raise the possibility of installing a road 'platform' on the section of road outside the entrance to Upper Warlingham Station on Westhall Road.	SB SB
5.	COUNCIL PRIORITIES As a result of a discussion about environmental enhancements, Cllrs proposed to add one or more (Village Council branded) planters to the high street in central Whyteleafe and agreed to commit, at this preliminary stage, £4,000 of CIL. Cllrs did not wish to include any trees within the scheme (due to the extent of maintenance required) and the Clerk to provide a revised estimate of costs after SCC Highways have been fully consulted. Cllr Cline and the Clerk to undertake a survey of highways drains later in January in flood-prone areas of Whyteleafe and to share details of any blocked drains with the County Cllr and SCC Highways drainage team.	SB DC SB



	The Clerk advised that he had recently inspected the condition of the Council’s salt gritter and that a repair was required to get it working. Cllrs felt that if the repair was not satisfactory, the Clerk should procure a new gritter up to a value of £1,320 (using the Council’s general reserves).	SB
6.	<p>FINANCE</p> <ol style="list-style-type: none"> 1. Cllrs acknowledged receipt of the Council’s 2023/24 Financial Statement (unaudited) and Reserves Summary for the period ending 31 December 2023 which had been circulated prior to the meeting. 2. Cllr Moffatt reconciled these documents against the Council’s bank and investment statements as at 31 December 2023. 3. The Clerk presented the draft budget and resultant precept, for a Band D household, based on the tax-base figure provided by Tandridge District Council (TDC). Cllrs discussed the budget and wished to include a provisional contribution (earmarked reserve) towards youth service provision in Surrey. Cllrs agreed the budget and precept for 2024-25. The Clerk to write to TDC by 17th January to confirm the Village Council’s precept for the next financial year. 	SB
7.	<p>PLANNING</p> <ol style="list-style-type: none"> 1. Cllr Moffatt provided a verbal report of the Planning Committee meetings of 27th November and 18th December 2023. Cllr Moffatt added that he would contact Helen Murch, Head of Planning at TDC, to thank her for the recent site visit to Whyteleafe and that it was the intention of the Village Council to follow-up with specific queries to her, as necessary, on individual planning cases. 2. Cllrs Cline, Z. Jones and Moffatt all confirmed their availability to attend the next Planning Committee meeting scheduled for 29th January 2024. 3. Cllrs Cline and Moffatt advised that the next meeting of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan (CCWNP) Implementation Group was scheduled to take place on 20th January with the main discussion point was expected to be proposed revisions to the Plan and the associated pre-submission consultation (Regulation 14). 	<p>JM</p> <p>DC ZJ JM</p> <p>DC JM</p>
8.	<p>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</p> <ol style="list-style-type: none"> 1. Cllr Cline advised that he hoped to attend the next meeting of the East Surrey Transport Committee scheduled for 31st January 2024. 2. Cllrs discussed and outlined the arrangements for the next Annual Village Meeting. This was scheduled for 11th March and would follow a similar format to the year before (with local community and charitable groups invited to promote their respective activities) but also provide an opportunity for the CCWNP Implementation Group to consult with residents about proposed changes to the Plan. Cllr M. Jones agreed to prepare the presentation and circulate a version in time for the next Council meeting. The Clerk reminded Cllrs of the Surrey Association of Local Councils “Councillors’ Forum” taking place via zoom on the evening of 17th January. 3. The Clerk advised that Warlingham Parish Council had questioned the creation of a Whyteleafe East polling ward – following the recent Local Government Boundary Commission’s review of Tandridge – and the fact that this new Ward would not coincide with the District Council electoral boundary. Cllrs agreed to 	<p>DC</p> <p>MJ</p> <p>ALL</p>



	<p>support a Community Governance Review (to take place after the May 2024 elections) to address this anomaly. The Clerk to advise Warlingham Parish Council of this.</p> <p>Cllrs briefly discussed the local postal service and the mixed experience of Cllrs and residents with respect to the prompt delivery of letters. The Clerk to add information to the Council's website about how households can utilise the Post Office's complaints process to raise individual concerns.</p> <p>The Clerk to confirm to TDC that the Village Council would field a team for the Parish Council Charity Quiz Night organised by the Chairman of TDC scheduled for 2nd March.</p>	<p>SB</p> <p>SB</p> <p>SB</p>
9.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr M. Jones volunteered to draft the next CR3 and Tandridge Independent articles about the forthcoming Annual Village Assembly (for publication at the beginning of March). The Clerk to proof the copy before submitting to the relevant editors prior to the deadline for each publication.</p>	<p>MJ</p> <p>SB</p>
10.	<p>PAYMENTS AND EXPENDITURE</p> <p>Cllrs authorised the list of payments totalling £19,347.99 shown at Appendix 1. The Clerk to dispense these payments.</p>	<p>SB</p>
11.	<p>NEXT MEETING</p> <ol style="list-style-type: none"> 1. Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 12th February 2024. 2. Cllrs acknowledged receipt of the schedule of Council and Planning Committee meetings for the remainder of 2024 provided by the Clerk. 	<p>ALL</p>
12.	<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
268*	Simon Bold	**	Clerk's salary for November 2023 including additional hours and back-dated pay	Staffing
269*	Surrey Pension Fund	476.55	Employee and employer pension contributions for November 2023	Staffing
270*	Simon Bold	**	Clerk's salary for December 2023	Staffing
271*	Surrey Pension Fund	322.64	Employee and employer pension contributions for December 2023	Staffing
272*	HM Revenue & Customs	1,162.65	PAYE (Tax & NI) for Q3 2023/24	Staffing
273	A Siddall t/a Grass2Long	290.00	Regular maintenance September to December 2023	Groundworks
274	RH & RW Clutton Property Ltd	384.00	Supply of Christmas Tree (£320 net of VAT)	Winter decorations
275	Glasdon UK Limited	4,590.55	Public benches and street litter bins (£3,825.46)	Community Infrastructure Levy
276	Simon Bold	977.98	Reimbursement of costs incurred November and December 2023	various
277	Netwise Training Limited	600.00	Annual website & email domain hosting, maintenance and support services (£500 net of VAT)	I.T.
278	EML Installations Ltd	7,800.00	Festive lighting 2023/24 (£6,500 net of VAT)	Winter decorations
	TOTAL	£19,347.99		

**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.*