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## Minutes of the meeting of Whyteleafe Village Council held on 12<sup>th</sup> February 2024

**Councillors (Cllrs) present:**

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

**Attending:**

District & County Cllr Jeffrey Gray

**In attendance:**

Simon Bold (Clerk)

Meeting started at **8:15pm** and closed at **9:15pm**

1.	<b>APOLOGIES FOR ABSENCE</b> None (all Cllrs present).	
2.	<b>CODE OF MEMBERS' CONDUCT</b> Cllr Cline declared a Disclosable Pecuniary Interest in respect of item 10 'Payments and Expenditure' (see also Appendix 1). No other Cllr declared any Disclosable Pecuniary Interest and/or Other Interests in respect of items on the agenda.	
3.	<b>MINUTES</b> Cllrs approved that the Chair sign the minutes of the meeting of 15 <sup>th</sup> January 2024 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SB
4.	<b>HIGHWAYS AND TRANSPORT</b> The Clerk confirmed that a request had been made, via the County Cllr, for a site visit to discuss the feasibility of bollards outside the Tesco store on the Godstone Road (to deter vehicles pulling up onto the pavement), traffic speed reduction measures along the lower section of Westhall Road and planters on the pavements of central Whyteleafe. No response, as yet, had been received from SCC Highways. The Clerk confirmed that he and Cllr Cline had surveyed over 140 highways drains in Whyteleafe at the end of January, including the frequently flooded section of Court Bushes Road (near the junction with Succombs Hill). Drains that had appeared to be blocked (26 in all) had been reported directly to Surrey County Council (SCC). The Clerk advised that SCC were due to carry out drain clearance work along sections of the Godstone Road over the coming months and were also expected to carry out a thorough investigation of the flood-prone stretch of Court Bushes Road in the next two weeks. County Cllr Jeffrey Gray had advised, prior to the meeting, that Thames Water were scheduled to repair a problem sewer on Whyteleafe Hill in the next two days. Cllr Cline advised that he was aware that the upper section of Hillside Road was scheduled to be re-surfaced in the coming months.	
5.	<b>COUNCIL PRIORITIES</b> The Clerk reported that the two new benches purchased by the Council had been installed at Bus Stops on Whyteleafe Hill since the last meeting – additional bins were scheduled to be installed in the next week or so. A bench and two new bins for Whyteleafe Recreation Ground were ready for installation but the timing was	



	<p>subject to favourable weather conditions.</p> <p>The Clerk outlined a proposal to renovate the decking in the play area of Whyteleafe Recreation Ground following an inspection and his discussions with Cllr Cline and Tandridge District Council (TDC). Cllrs discussed the poor condition of the existing deck and stated a desire to improve this facility by the summer. TDC had advised that it did not have funding available for repair but would be able to contribute labour to clear the site, provide safety and security and waste management under appropriate license – all of which would reduce the overall cost of repair. Cllrs agreed to fund this proposal using the Council’s ‘Match-Funding TDC Projects’ earmarked reserve of £5,000 subject to conditions such as a requirement for three quotations, no ongoing responsibility for any subsequent maintenance and completion prior to the school summer holidays. The Clerk to advise TDC of this decision and liaise accordingly (see also item 10).</p> <p>Cllr M. Jones advised that the estimated cost of plants for the Community Garden, would be approximately £300, which was within the existing approved level of expenditure (from the environmental enhancements budget).</p> <p>The Clerk briefly provided a status report on local groundwater levels following observations by TDC, SCC and the Environment Agency. Despite the exceptionally wet winter, he was pleased to report that the water levels had not risen in the last three weeks (following a relatively dry spell of weather). However, all agencies were continuing their observations and meeting on a regular basis to monitor the situation. The Clerk added that TDC would keep the Village Council advised of any change in conditions.</p>	<p>SB</p> <p>MJ</p>
<p>6.</p>	<p><b>PLANNING</b></p> <p>1. Cllr Moffatt confirmed that the Planning Committee meeting scheduled for 29<sup>th</sup> January 2024 had been cancelled due to a lack of planning applications to review. The Clerk to check the availability of Cllrs prior to the next scheduled Committee meeting of 19<sup>th</sup> February 2024.</p> <p>Cllrs noted that the Planning Enforcement team at TDC had recently responded directly to residents about the Stablefields site, Church Road. It was hoped that future communication by TDC would help address the concerns of many within the local community.</p> <p>2. Cllr Moffatt advised that he had requested full details of proposed changes to the current Neighbourhood Plan from the Chairs of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group. He would circulate details, once received, to all Cllrs.</p>	<p>SB</p> <p>JM</p>
<p>7.</p>	<p><b>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</b></p> <p>1. Cllr Lee volunteered to assemble a (Village Council) team for the TDC Chairman’s charity quiz scheduled to take place on 2<sup>nd</sup> March. The Clerk to send Cllr Lee the full details provided by TDC.</p> <p>2. Cllr M. Jones led the discussion on preparations for the Annual Village Assembly scheduled for 11<sup>th</sup> March 2024. He advised that St Luke’s Church had kindly offered to serve teas and coffees and Cllrs agreed up to £100 to enable Cllr M. Jones to purchase refreshments for the event.</p>	<p>DL</p> <p>SB</p> <p>MJ</p>



	<p>Cllrs agreed a maximum of £150 for the printing of A5 flyers (from the publicity budget) to be delivered to all households in Whyteleafe. The Clerk to organise printing and Cllrs offered to deliver the leaflets to households - Cllr M. Jones to provide a distribution list after the meeting.</p> <p>3. Cllrs Bradbury, Cline, Lee and Moffatt volunteered to participate in a litter pick to take place on Sunday 3 March 2024 at 11am (starting from the Salmons Lane end of Church Road). The Clerk to publicise via the Council's website and noticeboards, and contact previous volunteers by email. The Clerk to bring litter pickers, rubbish sacks and Hi-Viz jackets on the day.</p> <p>4. The Clerk reminded Cllrs of SCC's Rights of Way Improvement Plan Survey due to close on 10<sup>th</sup> March 2024 (details previously circulated by the Clerk). Cllrs acknowledged receipt of a report provided by local County Cllrs setting out the status of the initiative to increase local open access youth provision in north-east Surrey.</p>	<p>SB MJ</p> <p>SBr DC DL JM SB</p>
8.	<p><b>POLICIES</b></p> <p>Cllrs reviewed and agreed the current List of Assets and the Council's Investment Policy. The Clerk to re-issue and file these documents.</p>	SB
9.	<p><b>PUBLICITY AND COMMUNICATIONS</b></p> <p>Cllr Moffatt volunteered to draft the next CR3 and Tandridge Independent articles about the new benches on Whyteleafe Hill and Whyteleafe Recreation Ground. The Clerk to submit to the relevant editors prior to the deadline for each publication.</p>	<p>JM</p> <p>SB</p>
10.	<p><b>PAYMENTS AND EXPENDITURE</b></p> <p>Cllrs authorised the list of payments totalling £5,334.30 shown at Appendix 1. The Clerk to dispense these payments.</p> <p>Cllrs also authorised the payment of £1,692 in respect of the installation of the new benches on Whyteleafe Hill and Whyteleafe Recreation Ground (from Community Infrastructure Levy funds). Cllrs agreed expenditure of £4,900 in respect of the renovation of the picnic area in Whyteleafe Recreation Ground (see also item 5) and up to £300 in respect of new plants (see also item 5).</p> <p>Cllrs also approved expenditure of £90 from the Council's training budget to enable the Clerk to attend an on-line management training course organised by the Society of Local Council Clerks. The Clerk to book this training.</p>	<p>SB</p> <p>SB</p>
11.	<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> April 2024.</p>	ALL
12.	<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>
279	Deano Cline	35.00	Replacement for cheque no: 259 (reimbursement for floral tribute)	Office
280	PCC of St Luke Whyteleafe	125.00	Hall hire for meetings in January to March 2024 (inclusive)	Hall hire
281	Nick Dance (Agricultural Contractor)	300.00	Collection, delivery and installation of Christmas Tree (£250 net of VAT)	Winter decorations
282	Starboard Systems Limited t/a Scribe Accounts	414.72	Scribe Accounts annual subscription 2024/25 (£345.60 net of VAT)	Office
283	Surrey County Playing Fields Association	10.00	Affiliation fee for 2023/24 (retrospective)	Affiliations
284	Broadleaf Tree Surgeons Limited	918.00	Tree work (crown reductions) in Community Garden (£765 net)	Environmental Enhancements
285	Andrew Siddall t/a Grass2Long	105.00	Regular maintenance January 2024	Groundworks
286	Simon Bold	**	Clerk's salary for January 2024	Staffing
287	Simon Bold	42.13	Reimbursement of costs incurred during January 2024	various
288	Surrey Pension Fund	353.57	Employee and employer pension contributions for January 2024	Staffing
289	Society of Local Council Clerks	149.00	Membership subscription (2024/25)	Affiliation
290	Nick Dance (Agricultural Contractor)	576.00	Supply and delivery of 5 tonnes blended topsoil and decorative gravel (£480 net of VAT)	Environmental Enhancements
291	Glasdon UK Limited	1,050.00	Turbocast 400 Manual Grit Salt Spreader (£875 net of VAT)	General Reserves
	<b>TOTAL</b>	<b>£5,334.30</b>		

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