



MINUTES OF THE MEETING OF WHYTELEAFE VILLAGE COUNCIL HELD ON 18 MARCH 2024

Councillors (Cllrs) present:
 Deano Cline (Chair), Sakina Bradbury, Marcus Jones,
 Zach Jones and John Moffatt.

Attending:
 one visitor

Meeting started at **7:00pm** and closed at **8:15pm**

In attendance:
 Simon Bold (Clerk)

1.	<p>APOLOGIES FOR ABSENCE Cllrs June Henty and David Lee had provided their apologies prior to the meeting.</p>	
2.	<p>CODE OF MEMBERS' CONDUCT Cllr M. Jones declared a Disclosable Pecuniary Interest in respect of item 8 '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.</p>	
3.	<p>MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 12th February 2024 as a correct record. The Clerk to display copies on the Council's notice boards and website.</p>	SBo
4.	<p>HIGHWAYS AND TRANSPORT The Clerk reported that Surrey County Council (SCC) Highways had advised that all drains along the Godstone Road (A22) in Whyteleafe would be cleared over the coming weeks. This would include the blocked drains reported to them by the Village Council. Cllrs to continue to monitor the drainage on Court Bushes Road (at the junction of Succombs Hill) following an inspection and clearance of the soakaway by SCC Highways in the previous week. Cllr Cline offered to speak to local County Cllrs about taking a more holistic approach to highways flooding across Parishes to help minimise flood risk at specific sites. The Clerk to request, once again, that SCC Highways make a site visit to Whyteleafe to assess the road safety issues whenever a vehicle is parked directly outside the Tesco store (Godstone Road, A22). The Clerk to ask the County Cllr for more visits by SCC parking enforcement, to deter inconsiderate pavement parking, on the Whyteleafe Hill side of the Whyteleafe Tavern as well as seek clarification on whether the "Your Fund Surrey Small Community Projects" scheme can be used to fund highways projects. Cllrs noted that members of Caterham Valley Parish Council had made enquiries to SCC about repairing and/or replacing the railings around Wapses Lodge roundabout. Cllrs stated that this was not one of the Village Council's priorities at the moment. Cllrs briefly discussed the details of SCC's proposed pedestrian crossing on the Godstone Road (A22) near Hillside Road. This was the subject of a public consultation by SCC Highways, and Cllrs did not wish to raise any specific issue(s) at this point.</p>	ALL DC SBo SBo
5.	<p>COUNCIL PRIORITIES The Clerk provided a summary of the flood risk relating to the Caterham Bourne (currently at Flood Alert) and the ongoing monitoring by various agencies. The Clerk was in regular</p>	



	<p>contact with staff at Tandridge District Council. The Clerk to keep Cllrs advised of any changes in the current situation and Cllrs agreed to monitor local conditions and to let the Clerk know if they observe any blockages along the Bourne or trash screens in need of clearance.</p> <p>Cllrs discussed the locations of litter bins in and around the centre of Whyteleafe. Cllrs felt that the views of local retailers should be canvassed before considering whether to permanently fix each bin in place.</p>	SBo ALL
6.	<p>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</p> <p>1. Cllrs noted that the local Community Link Officer from SCC had arranged a public meeting at Whyteleafe Railway Station on 28th March 2024 as part of their “Let’s Talk Surrey” initiative. Cllrs agreed not to participate in this event due to the local elections purdah period. Cllr Cline advised that he had asked SCC to consult with the Village Council prior to arranging any similar event in future.</p> <p>The Clerk advised that the recent litter pick had resulted in nine sacks of litter being cleared from the bottom half of Salmons Lane, Whyteleafe. The Clerk to arrange further litter picks across the year, which Cllrs felt should take place every two months if possible.</p> <p>Cllr Cline provided a verbal summary of bus route changes and proposals relating to Whyteleafe which had recently been discussed at a meeting of the East Surrey Transport Committee.</p> <p>2. Cllrs discussed the Annual Village Assembly of 11th March 2024 which had been well attended. Cllrs felt it had been a big success based on the feedback of attendees and stallholders.</p> <p>3. Cllrs had no comment in respect of the current Neighbourhood Plan consultation (details of which had been on display at the Annual Village Assembly). Cllrs acknowledged that individuals, in a personal capacity, were free to submit comments should they wish.</p>	SBo
7.	<p>STAFFING & TRAINING</p> <p>1. Cllrs discussed the need to complete the Clerk’s appraisal for the year. It was agreed that Cllr M. Jones, Cllr Cline and the Clerk should meet to complete the appraisal (consistent with the Clerk’s last appraisal) by mid-April.</p> <p>Cllrs acknowledged that the Clerk’s objectives for the coming year should be discussed and agreed once the new Council had been elected in May 2024.</p> <p>2. Cllr Cline and the Clerk to attend the ‘Essentials of Pre-application Meetings and Discussions’ provided by the Surrey Association of Local Councils at a maximum cost of £100 (from the training budget). The Clerk to book.</p>	MJ SBo DC SBo
8.	<p>PAYMENTS AND EXPENDITURE</p> <p>Cllrs authorised the list of payments totalling £6,994.37 shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>Cllr M. Jones advised that £300 would be required for new plants for the planters at each railway station and the community garden (summer bedding etc) – Cllrs noted that this expenditure would fall within next year’s ‘Environmental Enhancements’ budget.</p>	SBo
9.	<p>NEXT MEETING</p> <p>Cllrs felt that a Council meeting in April was no longer necessary. The next meeting of the full Council was scheduled to take place on Monday 13th May 2024 (Annual Meeting).</p>	ALL



10.	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:	
	None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
292	Gabriella Varga	205.67	Reimbursement for plants purchased for the Community Garden	Environmental Enhancements
293	SLCC Enterprises Ltd	108.00	Training for the Clerk (£90 net of VAT)	Training
294	Simon Bold	**	Clerk's salary for February 2024	Staffing
295	Surrey Pension Fund	322.64	Employee and employer pension contributions for February 2024	Staffing
296	Andrew Siddall t/a Grass2Long	60.00	Regular maintenance in February 2024	Groundworks
297	Caterham on the Hill Parish Council	1,525.00	Annual contribution to the Caterham, Chaldon & Whyteleafe Neighbourhood Plan Implementation Group	Neighbourhood Plan
298	Simon Bold	**	Clerk's salary for March 2024	Staffing
299	Surrey Pension Fund	322.64	Employee and employer pension contributions for March 2024	Staffing
300	Simon Bold	1,138.02	Reimbursement of costs incurred (including payment to replace stopped cheque no.284 of £918)	various
301	Marcus Jones	42.45	Reimbursement for refreshments at the Annual Village Assembly	Refreshments
302	HM Revenue & Customs	933.15	PAYE (Tax & NI) for Q4 2023/24	Staffing
	TOTAL	£6,994.37		

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