



## MINUTES OF THE ANNUAL MEETING OF WHYTELEAFE VILLAGE COUNCIL HELD ON 13 MAY 2024

### **Councillors (Cllrs) present:**

Marcus Jones (Chairman), Deano Cline,  
Josy Goldsmith, June Henty, Charles Lawrence-Browne,  
Sacha Naidoo and Lynn Skilton.

### **Attending:**

County and District Cllr Jeffrey  
Gray (part)

Meeting started at **8:00pm** and closed at **9:45pm**

**In attendance:**  
Simon Bold (Clerk)

### 1. **TO ELECT THE CHAIR OF THE COUNCIL**

Cllr Cline presided for the vote of the new Chairman. Cllr Jones was nominated as Chairman which Cllr Cline seconded. No other nomination was made. Cllrs voted Cllr Jones as Chairman who completed a Declaration of Acceptance of Office – Chairman’s version.

*Cllr Jones took over Chairmanship of the meeting from this point.*

### 2. **TO ELECT A VICE-CHAIR OF THE COUNCIL**

Cllr Cline was nominated as Vice-Chair which was seconded by Cllr Henty. No other nomination was made. Cllrs voted Cllr Cline as Vice-Chair who completed a Declaration of Acceptance of Office – Vice-Chairman’s version.

The Clerk to notify Tandridge District Council (TDC), the Surrey Association of Local Councils (SALC) and the external auditor of the appointment of the new Chair. SB

### 3. **APOLOGIES FOR ABSENCE**

None (all Council members present).

### 4. **CODE OF MEMBERS’ CONDUCT & REMAINING DECLARATIONS OF ACCEPTANCE OF OFFICE**

The Clerk confirmed that he had received:

1. A completed Notification of Interest(s) from each Councillor. The Clerk to compile a Register of Cllrs’ Interests (using the completed forms) and upload a copy to the Council’s website. SB

2. A signed Declaration of Acceptance of Office from all Councillors.

The Clerk to send TDC a copy of the Register of Cllrs’ Interests and a copy of each Declaration of Acceptance of Office. SB

Cllr Jones declared a Disclosable Pecuniary Interest (DPI) in respect of item 13 below. No other Cllr declared any DPI and/or ‘Other Interests’ in respect of items on the agenda.

### 5. **GENERAL POWER OF COMPETENCE (GPC)**

The Clerk summarised the details of the GPC. Cllrs acknowledged that the Council met the qualifying criteria. The Council resolved to adopt the GPC.

### 6. **MINUTES**

Cllrs approved that the Chair sign the minutes of the meeting of 18<sup>th</sup> March 2024 as a correct record. The Clerk to display copies on the Council's notice boards and website. SB



7. **DELEGATION TO COMMITTEE(S)**

1. Cllrs acknowledged receipt of the Planning Committee Terms of Reference that had been circulated prior to the meeting. Cllrs approved these Terms of Reference and the Clerk to re-issue and upload a copy to the Council's website. SB  
The Clerk to circulate a copy of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group (CCWNPIG) Terms of Reference prior to the next meeting. SB
2. Cllrs Cline, Goldsmith, Lawrence-Browne and Naidoo were appointed members of the Planning Committee with Cllr Jones as a reserve member (in case of any absentees at future Committee meetings). Cllrs appointed Cllr Lawrence-Browne to be the Chair of this Committee.  
Cllrs Goldsmith and Lawrence-Browne were appointed as the Council's representatives to the CCWNPIG. Cllrs Cline and Jones agreed to be reserve members. The Clerk to circulate a briefing note about the CCWNPIG, with an outline of proposed amendments to the Neighbourhood Plan, to all Cllrs. SB
3. Cllr Cline provided a brief verbal report of the Planning Committee meetings of 18<sup>th</sup> March and 22<sup>nd</sup> April 2024.
4. Cllrs Cline, Goldsmith and Lawrence-Browne confirmed their availability to attend the next Planning Committee meeting scheduled for 20<sup>th</sup> May 2024 at 6pm. DC  
JG  
CLB

8. **REVIEW OF THE COUNCIL'S REPRESENTATION ON, OR WORK WITH, OUTSIDE BODIES**

Cllr Cline agreed to continue as the Council's representative to the East Surrey Transport Committee and to attend their meetings. Cllrs no longer felt it appropriate to appoint a representative to the Coulsdon Commons Consultative Committee. No other appointments were raised or made by Cllrs. DC

9. **INSURANCE**

Cllrs briefly discussed the renewal of the Council's insurance. The Clerk confirmed that cover was set at a level sufficient to cover the Council's insurable assets and included all the features as set out in the internal auditor's annual review. Cllrs agreed to renew the existing policy for a year, at a cost of £558.66, effective from 1<sup>st</sup> June 2024 (see also item 13 below). Cllrs had noted that the cost was £9 above the 2024/25 budget for insurance.  
The Clerk to send the Council's payment, to secure renewal, prior to the end of the month. SB

10. **FINANCE**

1. Cllrs acknowledged receipt of the Financial Statement (unaudited) for the year ending 31 March 2024 which had been circulated prior to the meeting. The Clerk provided a copy of the Council's bank and investment statements as at 31 March 2024 which Cllr Naidoo reconciled and signed.
2. Cllrs approved the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2023/24. The Clerk to send to TDC and upload a copy to the Council's website. SB
3. The Council members agreed that ex-Cllrs David Lee and John Moffatt should be removed as signatories to the Council's bank account(s) held with Santander UK plc and replaced with new signatories namely Cllrs June Henty and Lynn Skilton. JH  
The Clerk to obtain the relevant forms for completion by Cllrs Henty and Skilton. LS



- and to submit to Santander UK plc. SB
11. **AUDIT 2023/24**  
Cllrs acknowledged receipt of the audit papers in respect of the Annual Governance and Accountability Return (AGAR) 2023/24 circulated by the Clerk, acting as the Council's Responsible Finance Officer, prior to the meeting.  
1. Cllrs noted the contents of the Annual Internal Audit Report for 2023/24 and agreed that no specific actions were required as a result.  
2. Cllrs considered the Annual Governance Statement for 2023/24 (AGAR Form 3, Section 1) which they then approved and which Cllr Jones (Chairman) signed.  
3. Cllrs considered the Accounting Statements for 2023/24 (AGAR Form 3, Section 2) which they then approved and which Cllr Jones signed.  
The Clerk to display the Notice of Public Rights prior to 1<sup>st</sup> July and to send off the completed audit papers to the external auditor no later than 30<sup>th</sup> June. SB
12. **CLERK'S REPORT**  
The Clerk handed out a schedule of meeting dates for the remainder of the calendar year. He also highlighted the services provided by SALC - he encouraged Cllrs to browse the organisation's website, to review their newsletters and participate in on-line forums. ALL  
The Clerk added that Surrey County Council (SCC) highways was currently in the process of instigating a series of new protocols for working with Parish Councils. In the interim, the Council had been advised to use the SCC 'Report-It' webpages and to liaise with the local County Cllr.  
Finally, the Clerk asked Cllrs whether they wished to extend the current deadline for applications under the Council's Grant Scheme. Cllrs discussed and agreed to extend the deadline by one month to 30th June 2024 – the Clerk to amend the application form and re-issue the poster advertising the Scheme on the Council's notice boards and website. SB
13. **PAYMENTS AND EXPENDITURE**  
Cllrs authorised the list of payments totalling £4,398.85 shown at Appendix 1: Schedule of Payments. This included the purchase of plants made by Cllr Jones on behalf of the Council which had been approved at an earlier meeting. The Clerk to dispense these payments. SB  
Cllrs approved expenditure in respect of 'Introduction to Planning' training (provided by SALC) for Cllrs Goldsmith, Lawrence-Browne and Naidoo at a cost of £50 per person. Approval was also given for new Cllrs to attend 'New Councillor Training' at a cost of £45 per person. Cllrs to let the Clerk know of their availability to attend (based on the training dates circulated at the meeting) and the Clerk to make all bookings on behalf of Cllrs. JG  
CLB  
SN  
LS  
SB  
The Clerk to obtain a quotation for summer hanging baskets prior to the next meeting. SB
14. **NEXT MEETING**  
Cllrs noted that the next meeting will take place on Monday 10<sup>th</sup> June 2024 at 7:45pm at St Luke's Church, Whyteleafe Hill, Whyteleafe (doors open 7:30pm).
15. **SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:** None



### Appendix 1: Schedule of Payments

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>	<b>Budget Line</b>
303*	Simon Bold	1,175.83	Clerk's salary for April 2024	Staffing
304*	Surrey Pension Fund	322.64	Employee and employer pension contributions for April 2024	Staffing
305	Andrew Siddall t/a Grass 2 Long	220.00	Regular maintenance in March and April 2024	Groundworks
306	Mulberry & Co	90.00	Planning training - two delegates (£75 net of VAT)	Training
307	Surrey ALC Limited	1,432.26	Subscription including the National Association of Local Councils 2024-2025	Affiliations
308	PCC of St Luke Whyteleafe	100.00	Hall hire for meetings in April / May	Hall hire
309	Mulberry Local Authority Services Limited	239.88	Internal audit services for 2023-24 (£199.90 net of VAT)	Audit
310	Simon Bold	80.18	Reimbursement of costs incurred by the Clerk (March to May 2024)	various
311	Arthur J Gallagher Insurance Brokers Ltd	558.66	Council insurance policy premium 2024-25	Insurance
312	Marcus Jones	179.40	Community garden and Railway Station Partnership Scheme plants	Environmental Enhancements
	<b>TOTAL</b>	<b>£4,398.85</b>		

*\*Paid in accordance with the Council's Scheme of Delegation.*