



MINUTES OF THE MEETING OF WHYTELEAFE VILLAGE COUNCIL HELD ON 9 SEPTEMBER 2024

Councillors (Cllrs) present:

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

Attending:

County and District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting started at **7:55pm** and closed at **9:40pm**

1.	APOLOGIES FOR ABSENCE None (all Cllrs present).	
2.	CODE OF CONDUCT Cllrs Jones and Skilton declared a Disclosable Pecuniary Interest (DPI) in respect of item 10 below. No other Cllr declared any DPI and/or 'Other Interests' in respect of items on the agenda.	
3.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 8 th July 2024 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SB
4.	HIGHWAYS AND TRANSPORT Cllrs briefly discussed the parking of cars around the Whyteleafe Tavern and the number of times the pavement, on the Godstone Road side, is obstructed making access difficult for pedestrians. Cllrs were mindful of both the need to help maintain public safety, particularly along the busy Godstone Road, but to also support local traders where possible. The Clerk to arrange a meeting between members of the Council and representatives of the Tavern (including the brewery) to explore ways in which the situation might be improved for pedestrians. The Clerk reminded Cllrs of the summary of highways priorities provided by County Cllr Gray in respect of Whyteleafe - Cllrs agreed to review this in the New Year and to work with the County Cllr to establish a further set of joint priorities for 2024/25. The Clerk to ask County Cllr Gray for details of the Tandridge Parking Review 2024 proposals for Whyteleafe and to circulate copies to all Cllrs.	SB ALL SB
5.	FINANCE 1. Cllrs acknowledged receipt of the Council's 2024/25 financial statement (unaudited) for the period ending 31 August 2024. Cllrs to reconcile this statement with the Council's bank and investment statements at the next available opportunity which would be the next Council meeting – the Clerk to arrange. 2. Cllrs agreed to re-appoint the Council's current Internal Auditor (Mulberry & Co) for a further year and agreed that the Clerk should arrange an interim internal audit prior to calendar year-end. 3. Cllrs agreed to create a list of short, medium and long-term projects to be potentially funded using Community Infrastructure Levy reserves. They agreed to use the tracking document provided by the Clerk and the Clerk to add an item to the next meeting agenda to enable Cllrs to nominate projects.	SB SB SB



<p>6.</p>	<p>COUNCIL PRIORITIES</p> <p>The Clerk advised that details of the work to remove the rotten decking in the play area at Whyteleafe Recreation Ground had been agreed with Tandridge District Council (TDC) and that work would commence shortly (subject to weather).</p> <p>Cllrs discussed highways drain and gully clearance. Cllr Cline to enquire whether TDC had sufficient resources to re-introduce additional road sweeping (under contract with the Village Council) in nominated areas of Whyteleafe. Cllr Cline and the Clerk to undertake a drains inspection of flood prone areas of Whyteleafe including the entire length of the Godstone Road in Whyteleafe – any drains in need of clearance or inspection by Surrey County Council (SCC) to be reported by the Clerk.</p> <p>Cllrs also discussed the planned drain clearance by SCC of Downsway on 4th November. It was agreed to create a letter, in consultation with SCC, to be distributed by Village Cllrs to households in Downsway to notify residents of the scope of work (drain clearance, road sweeping and the cutting back of vegetation) and to seek their co-operation in respect of keeping the road clear of parked vehicles during the works.</p> <p>The Clerk to ask the County Cllr for news on whether drain clearance of Station Road by SCC was planned and to let Cllrs know.</p> <p>The Clerk in conjunction with the Chairman, to arrange a meeting of Cllrs to review the Council priorities for the remainder of the year and into 2025/26.</p>	<p>DC</p> <p>DC</p> <p>SB</p> <p>ALL</p> <p>SB</p> <p>MJ</p> <p>SB</p>
<p>7.</p>	<p>PLANNING</p> <ol style="list-style-type: none"> 1. Cllr Lawrence-Browne provided a verbal report of the Planning Committee meeting of 22nd July 2024. He also advised that he had attended a site meeting with members of Caterham on-the Hill Parish Council and SCC to discuss the existing development site at Kenley Aerodrome. 2. Cllrs Cline, Goldsmith and Lawrence-Browne confirmed their availability to attend the next scheduled Planning Committee meeting on 30th September 2024. 3. Cllrs discussed the next meeting of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group. The Clerk to request that the meeting be postponed, if possible, as neither Cllr Goldsmith or Lawrence-Browne was available to attend on the 28th September – otherwise Cllrs Cline and Skilton confirmed their availability to attend. Cllrs agreed that those attending should resist any move by the Implementation Group to allocate sites within the Neighbourhood Plan area for housing, and to ask for a copy of the results of TDC’s ‘call for sites’ exercise (which requested details of potential development sites from developers in March 2024). 	<p>DC</p> <p>JG</p> <p>CLB</p> <p>SB</p> <p>DC</p> <p>LS</p>
<p>8.</p>	<p>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</p> <ol style="list-style-type: none"> 1. The Clerk advised Cllrs of a short survey seeking the views of Parish Councils with respect to the future maintenance and funding of TDC’s toilet blocks. The Clerk to circulate copies of the survey to Cllrs seeking their individual comments before collating and sending to TDC. <p>The Clerk also advised that he had received a small number of grant applications. Posters promoting the Scheme were currently on display on the Council’s notice board and website and Cllrs noted the closing date for applications of 30th September. The Clerk reminded Cllrs of the ongoing Surrey Hills National Landscapes review and that a further consultation would take place later in the year.</p> <ol style="list-style-type: none"> 2. Cllr Jones confirmed that he would attend, on behalf of the Council, the Battle of 	<p>SB</p> <p>ALL</p> <p>MJ</p>



	<p>Britain commemoration at St Lukes' Church on Sunday 15th September. Cllrs agreed expenditure of up to £40 for a floral tribute – the Clerk to procure.</p> <p>The Clerk reminded Cllrs of the next Surrey Association of Local Councils (SALC) Councillors' Forum taking place on the 25th September (on-line).</p> <p>Cllr Cline to attend the next meeting of the East Surrey Transport Committee on 26th September.</p> <p>The Clerk to arrange the Council's next litter pick to take place on either 22nd or 29th September subject to the availability of Cllrs and volunteers.</p> <p>Cllrs Cline and Jones volunteered to attend the TDC Parishes' Assembly scheduled on 24th October 2024 (on-line). The Clerk to accept on their behalf.</p>	<p>SB ALL DC SB ALL DC MJ</p>
9.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr Jones to draft the next CR3 magazine and Tandridge Independent articles on Anti-Social Behaviour and fly-tipping and the need for residents to report incidents to the relevant authorities. The Clerk to send to the editors for publication.</p> <p>Cllrs who had not already submitted their head and shoulder photographs and a short article about themselves were reminded to do so by the Clerk (for uploading by him to the Council's website).</p>	<p>MJ SB JG CLB SN</p>
10.	<p>PAYMENTS AND EXPENDITURE</p> <p>Cllrs authorised the list of payments totalling £8,937.22 as shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>Cllrs Goldsmith and Skilton confirmed their attendance of future training sessions organised by the SALC which the Clerk had booked following the last Council meeting</p> <p>Cllrs approved the following future expenditure:</p> <ul style="list-style-type: none"> • The supply and maintenance of winter and spring hanging baskets through to May 2025 at a cost of £1,244.75 + VAT. • The supply, transportation, installation and removal of a Christmas near the Tavern in central Whyteleafe (subject to a significant donation) at an estimated cost of approximately £650. Cllr Cline to approach local businesses, business owners and Whyteleafe AFC about possible donations. • The supply, installation and maintenance of lamp-post mounted Christmas Lights in and around central Whyteleafe at a cost of £6,500 + VAT. <p>The Clerk to instruct the various contractors to proceed in each case.</p>	<p>SB JG LS DC SB</p>
11.	<p>NEXT MEETING</p> <p>Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 11th November 2024.</p>	<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
334*	Simon Bold	**	Clerk's salary for July 2024	Staffing
335*	Surrey Pension Fund	**	Employee and employer pension contributions for July 2024	Staffing
336	Tandridge District Council	3,848.32	Recharge in respect of the local Council election in May 2024	Election Earmarked Reserve
337	Andrew Siddall t/a Grass2Long	220.00	Regular maintenance and mowing in July and August 2024	Groundworks
338	East Surrey Transport Committee	10.00	Annual affiliation fee (2024/25)	Affiliations
339	Simon Bold	**	Clerk's salary for August 2024	Staffing
340	Surrey Pension Fund	**	Employee and employer pension contributions for August 2024	Staffing
341	Simon Bold	568.63	Reimbursement of costs incurred by the Clerk in July and August and purchase of plants	Various
342	Nick Dance (Agricultural Contractor)	1,152.00	Watering of orchard trees between August and September 2024 (£960 net of VAT)	Environmental Enhancements
343	Marcus Jones	124.25	Plants and paint for Community Garden and Village entry sign enhancements	Environmental Enhancements
344	Lynn Skilton	161.48	Plants for Community Garden and station planters (£134.57 net)	Environmental Enhancements
345	PCC of St Luke Whyteleafe	50.00	Hall hire of meetings in September (note: none in August)	Hall hire
	TOTAL	£8,937.22		

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

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