



MINUTES OF THE MEETING OF WHYTELEAFE VILLAGE COUNCIL HELD ON 11th NOVEMBER 2024

Councillors (Cllrs) present:

Deano Cline (acting Chair), Josy Goldsmith,
June Henty, Sacha Naidoo (part) and Lynn Skilton.

Attending:

County and District Cllr Jeffrey Gray
(part)

In attendance:

Simon Bold (Clerk)

Meeting started at **7:20pm** and closed at **9:10pm**

1. APOLOGIES FOR ABSENCE

Cllrs Marcus Jones and Charles Lawrence-Browne had provided their apologies prior to the meeting. In the absence of Cllr Jones, Cllr Cline (Vice-Chair of the Council) chaired the meeting in accordance with Standing Orders.

2. CODE OF CONDUCT

No Cllr declared any Disclosable Pecuniary Interest and/or Other Interests in respect of items on the agenda.

At this point, the meeting was temporarily adjourned for a short period of time.

3. MINUTES

Cllrs approved that the Chair sign the minutes of the meeting of 9th September 2024 as a correct record. The Clerk to display copies on the Council's notice boards and website.

SB

4. HIGHWAYS AND TRANSPORT

The Clerk to arrange a meeting between the Village Council and the landlord of the Whyteleafe Tavern and the brewery to discuss the issues relating to parked cars obstructing the pavement alongside the Godstone Road. Cllrs Cline, Goldsmith and Naidoo offered to attend.

SB

DC

JG

SN

5. FINANCE

Cllrs acknowledged receipt of the Financial Statement (unaudited) for the year ending 31 October 2024. The Clerk provided a copy of the Council's bank and investment statements as at 31 October 2024 which Cllr Naidoo reconciled and signed.

The Clerk reported that payments were slightly down across the board compared to 2023/24.

6. GRANTS

Cllrs discussed two grant applications received prior to the submission deadline of 30 September 2024 which had been circulated by the Clerk ahead of the meeting. Cllrs agreed donations totalling £2,000 (see also item 13 below). The Clerk to write to each applicant confirming the Council's decision and applicable terms and conditions.

SB

7. COUNCIL PRIORITIES

The Clerk to arrange a meeting of Cllrs to review the Council's priorities on

SB



- either 25th or 26th November at 4pm (subject to venue availability). This would be preceded at 3pm by a visit to several locations across Whyteleafe. Cllr Cline asked each Cllr to consider, beforehand, their own top 5 priorities to be shared and discussed at the meeting. Cllr Jones and the Clerk to prepare and facilitate the meeting. ALL
MJ
SB
8. **BUDGET PLANNING 2025/26**
The Clerk provided a brief overview of the recent Assembly organised by Tandridge District Council (TDC) which had also been attended by Cllrs Cline and Jones (along with members from many other local Parish Councils). One of the main topics was the potential transfer of community assets and services to Parish Councils – Cllrs agreed that the Village Council should participate in any pilot scheme conducted by TDC. The Clerk to write to TDC on this basis. SB
The Clerk took the opportunity to share the comments made by Cllrs in response to the recent survey of Parish Councils by TDC in respect of the future maintenance and funding of the District Council’s public toilets.
The Clerk also reminded Cllrs that the Village Council’s budget and precept for 2025/26 had to be finalised by mid-January 2025 at the latest.
Cllr Naidoo left the meeting at this point.
9. **PLANNING**
1. Cllr Cline provided a verbal report of the Planning Committee meetings of 30th September and 28th October 2024.
2. Cllrs Cline and Goldsmith confirmed their availability to attend the next Planning Committee meeting scheduled for 25th November 2024. The Clerk to check the availability of other Committee members nearer the time. DC
JG
SB
3. The draft minutes of the meeting on 5th October of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group had been circulated by the Clerk prior to the meeting. Cllr Goldsmith confirmed her availability to attend the next Implementation Group meeting scheduled for 23rd November 2024. The Clerk to check the availability of Cllr Lawrence-Browne nearer the time. Cllr Cline offered to attend, if required, to ensure that there would be two attendees from Whyteleafe Village Council. JG
CLB
10. **AUDIT**
The Clerk had circulated, prior to the meeting, the External Auditor’s report and Certificate for the year ending 31 March 2024 – no issues had been raised and Cllrs felt that no follow-up action was, therefore, necessary.
The Clerk confirmed that the Notice of Conclusion of Audit had been put on display on the Council’s website and notice boards prior to 30th September 2024.
11. **OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS**
1. Cllrs discussed the nuisance caused by noisy motorbikes particularly along the southern stretch of the Godstone Road in Whyteleafe. Cllrs agreed that incidents should be reported by residents, detailing times of day and dates, to Surrey Police using the non-emergency 101 number (or online). The Clerk and Cllrs to report any incidents they observe to Surrey Police too. ALL
Cllrs to individually respond to, should they wish, a current Government



- consultation on whether Parish Councils should be able to have proxy voting and/or conduct 'remote' meetings. ALL
- Cllrs discussed and agreed that the Clerk write to TDC requesting that the inconsistency between the Parish, District and County Council boundaries in respect of the Whyteleafe East ward be reviewed and a Community Governance Review instigated, in advance of the next cycle of elections for the area, to rectify the situation. SB
- The Clerk advised Cllrs that TVA (Tandridge Voluntary Action) was in the process of rebranding to VASE (Voluntary Action Surrey East).
2. Cllrs agreed expenditure of up to £30 to enable the Clerk to attend the Surrey Association of Local Councils AGM on the 19th November. SB
- Cllrs agreed that the Council's next litter pick should take place on Sunday 24th November at 11am. The Clerk to distribute invitations to volunteers and place notices on the Council's notice boards and website. The Clerk to check the availability of all Cllrs nearer the time. SB
ALL
- 12. PUBLICITY AND COMMUNICATIONS**
- Cllrs acknowledged that Cllr Jones had produced the next draft CR3 magazine and Tandridge Independent articles on the topic of safeguarding wildlife habitats. The Clerk to send the final version to the editors for publication. SB
- 13. PAYMENTS AND EXPENDITURE**
- Cllrs authorised the list of payments totalling £9,008.32 as shown at Appendix 1: Schedule of Payments. In respect of the Clerk's salary, Cllrs acknowledged the details of the National Joint Council for Local Government Services (NJC) Pay Settlement for 2024/25 which had been circulated prior to the meeting. The Clerk to dispense all payments. SB
- Cllr Cline to approach Whyteleafe AFC about a possible donation towards the Council's expenditure on a community Christmas Tree to be installed outside the Tavern in central Whyteleafe. DC
- 14. NEXT MEETING**
- Cllrs noted that the next meeting of the Council was scheduled to take place on Monday 13th January 2025. ALL
- 15. SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:**
- None.



Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments	Budget Line
346*	Simon Bold	**	Clerk's salary for September 2024	Staffing
347*	Surrey Pension Fund	**	Employee and employer pension contributions for September 2024	Staffing
348*	H.M. Revenue & Customs	1,122.01	PAYE (Tax & NI) for Q2 2024/2025	Staffing
349	Marcus Jones	94.25	To replace cheque no 343 (SPOILED). Plants and paint for Community Garden / Village Signs	Environmental Enhancements
350	Mulberry Local Authority Services Ltd	114.00	Councillors' training (£95 net of VAT)	Training
351	PKF Littlejohn LLP	378.00	External Audit services and certificate (£315 net of VAT)	Audit
352	Andrew Siddall t/a Grass2Long	220.00	Regular maintenance and additional mowing in September and October	Groundworks
353	CJS Plants Ltd	1,493.70	Winter hanging baskets -supply and maintenance (£1,244.75 net of VAT)	Hanging baskets
354	Simon Bold	**	Clerk's salary for October 2024 and back-pay from 1 st April 2024	Staff costs
355	Surrey Pension Fund	**	Employee and employer pension contributions in October 2024 plus contributions relating to back-pay.	Staff costs
356	Simon Bold	231.24	Reimbursement of costs incurred by the Clerk in September and October	various
357	PCC of St Luke Whyteleafe	75.00	Hall hire for meetings in October and November 2024	Hall Hire
358	Citizens Advice Tandridge District	1,000.00	Grant award	Grants
359	PCC of St Luke Whyteleafe	1,000.00	Grant award	Grants
	TOTAL	£9,008.32		

**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.*