



MINUTES OF THE ANNUAL MEETING OF WHYTELEAFE VILLAGE COUNCIL HELD ON 20th MAY 2025

Councillors (Cllrs) present:

Marcus Jones (Chair), Deano Cline, Josy Goldsmith,
June Henty and Lynn Skilton.

Attending:

County and District Cllr Jeffrey Gray

In attendance:

Simon Bold (Clerk)

Meeting started at **8:15pm** and closed at **10:20pm**

1.	TO ELECT THE CHAIR OF THE COUNCIL Cllr Jones presided for the vote of the new Chairman. Cllr Cline nominated Cllr Jones as Chairman which Cllr Henty seconded. No other nomination was made. Cllr Jones completed a Declaration of Acceptance of Office – Chairman’s version.	
	<i>Cllr Jones continued to chair the meeting from this point.</i>	
2.	TO ELECT A VICE-CHAIR OF THE COUNCIL (OPTIONAL) Cllr Skilton nominated Cllr Goldsmith as Vice-Chairman which Cllr Jones seconded. No other nomination was made. Cllr Goldsmith 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 re-appointment of Cllr Jones as Chairman of the Council.	SB
3.	APOLOGIES FOR ABSENCE Cllr Sacha Naidoo had provided his apologies prior to the meeting which Cllrs accepted.	
4.	CODE OF MEMBERS’ CONDUCT & REMAINING DECLARATIONS OF ACCEPTANCE OF OFFICE No Cllr made any change to their existing Notification of Interest(s). Cllr Jones declared a Disclosable Pecuniary Interest (DPI) in respect of item 17 below. No other Cllr declared any DPI and/or ‘Other Interests’ in respect of items on the agenda.	
5.	MINUTES Cllrs approved that the Chair sign the minutes of the meeting of 17 th March 2025 as a correct record. The Clerk to display copies on the Council's notice boards and website.	SB
6.	COUNCIL VACANCY The Clerk reported that TDC had not received a request for a by-election in response to the Village Council’s formal notice (in accordance with section 87(2) LGA 1972) of its vacancy. As a result, the Clerk briefly set out the process of co-option. The Clerk to advertise the Council’s vacancy (website and noticeboards) inviting expressions of interest during the remainder of May and the month of June. At the end of this period, the Clerk to update all Cllrs on the responses received and, if applicable, to set up interviews with candidates and Council members in early July. The Clerk and Cllr Jones to review the set of questions to be used during the interview process (to enable the relative strengths of each candidate to be compared).	SB MJ SB



7.	<p>COUNCIL PRIORITIES</p> <p>1. Cllrs Cline, Jones and the Clerk had met with County Cllr Gray and Surrey Highways (since the last Council meeting) at which Surrey Highways agreed to consider the feasibility of replacing the brick ‘apron’ around the Whyteleafe Roundabout using a more durable construction to remedy the current hazard of broken bricks falling onto the carriageway. Surrey Highways will also consider whether a section of railing can be installed at the top of St Luke’s Road to protect pedestrians, and to indicate the cost of the installation of bollards alongside the Whyteleafe Tavern (Godstone Road side) to deter parking across the pavement. The Clerk to chase-up for news on these items over the coming weeks/ months.</p> <p>The Clerk confirmed that TDC had advised that due to constraints on resources, no additional road sweeping service would be available at this current time. Village Cllrs expressed their disappointment as the service had been available (at a cost to the Village Council) in the past. TDC had also remarked that they would keep the request on file and periodically review whether the service could be re-introduced. Cllrs Cline and Skilton to attend a meeting hosted by members of Oxted Parish Council in June about the acquisition and operation of CCTV in public spaces. Cllr Cline to report back to the Council at a future meeting.</p> <p>2. Cllrs agreed the draft Expression of Interest (EoI) prepared by the Clerk to seek CIL funding from TDC for a full refurbishment of the play area at Whyteleafe Recreation Ground. The Clerk to submit to TDC by 21st May 2025. The EoI included the TDC Communities team as a joint applicant who would take responsibility for construction and, if the bid is successful, provide capital funding of £45,000 (as part of the TDC Playground Capital Programme). The balance of £155,000 to come from CIL funds, inclusive of £5,000 from the Village Council’s CIL reserves.</p>	<p>SB</p> <p>DC LS</p> <p>SB</p>
8.	<p>HIGHWAYS & TRANSPORT</p> <p>Cllrs had received a verbal report on matters relating to highways from County Cllr Gray prior to the meeting. Cllrs to review a written summary sent by the County Cllr and to let the Clerk know of any follow-up actions or new topics that they wish to raise.</p>	ALL
9.	<p>DELEGATION TO COMMITTEE(S)</p> <p>1. Cllrs reviewed and agreed the Terms of Reference of the Planning Committee. The Clerk to re-issue and upload a copy to the Council’s website. The Clerk to obtain a copy of the current Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group (CCWNPIG) Terms of Reference.</p> <p>2. Cllrs Cline, Jones, Naidoo and Skilton were appointed as members of the Planning Committee. Cllr Cline was appointed Chair of this Committee for 2025/26. Cllrs Cline and Goldsmith were appointed as members of the CCWNPIG for 2025/26.</p> <p>3. Cllr Cline provided a verbal report of the Planning Committee meetings of 27th March and 20th May 2025 (the latter had taken place earlier in the evening).</p> <p>4. The Clerk to circulate the minutes of the last CCWNPIG meeting which took place on 17th May 2025 to all Cllrs (once available from the Group).</p>	<p>SB</p> <p>SB</p>
10.	<p>REVIEW OF THE COUNCIL’S REPRESENTATION ON, OR WORK WITH, OUTSIDE BODIES</p> <p>Cllr Cline to continue as the Council’s representative on the East Surrey Transport</p>	



	Committee and Cllr Goldsmith to be the Council's lead Cllr and main contact in respect of the Caterham, Chaldon and Whyteleafe Youth CIO (Community Interest Organisation). The Clerk to confirm this to both Outside Bodies and provide them with the direct contact details of each Cllr. Both Cllrs to report back to the Council as and when necessary, and to circulate copies of meeting minutes to Cllrs and the Clerk.	SB DC JG
11.	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. Cllrs agreed to renew the existing policy for a year, at a total cost of £564.92, effective from 1 st June 2025 (see also item 17 below) which was within budget. The Clerk to send the Council's payment prior to the end of the month.	SB
12.	FINANCE 1. Cllrs acknowledged receipt of the Council's 2024/25 financial statement for the year ending 31 March 25 (unaudited) which had been prepared and circulated prior to the meeting by the Clerk. Cllr Skilton reconciled this statement with the Council's bank and investment statements and signed a copy of each document. 2. Cllrs approved the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2024/25. The Clerk to send a copy to TDC and upload the document to the Council's website. 3. The Council members agreed that the existing signatories in respect of the Council's bank accounts with Santander (current and savings) should remain unchanged. The following members were approved as new authorised signatories to the Public Sector Deposit Fund held with CCLA: June Henty and Lynn Skilton. It was also agreed that Simon Bold, the Clerk, will continue as an authorised signatory and main contact. The Clerk to oversee the completion of the necessary form(s) for submission to the CCLA.	SB JH LS SB
13.	AUDIT 2024/25 Cllrs acknowledged receipt of the audit papers in respect of the Annual Governance and Accountability Return (AGAR) 2024/25 circulated by the Clerk prior to the meeting. 1. Cllrs noted the contents of the Annual Internal Audit Report for 2024/25 and agreed that no specific actions were required as a result. 2. Cllrs considered the Annual Governance Statement for 2024/25 (AGAR Form 3, Section 1) which they then approved and which Cllr Jones (Chairman) signed. 3. Cllrs considered the Accounting Statements for 2024/25 (AGAR Form 3, Section 2) which they then approved and which Cllr Jones signed. The Clerk to display the Notice of Public Rights and to send off the completed audit papers to the external auditor no later than 30 th June.	SB
14.	LOCAL GOVERNMENT REVIEW (LGR) and COMMUNITY ASSETS TRANSFER PILOT PROJECT Cllr Cline provided a verbal report on the status of the LGR from a District Council perspective. Cllr Jones provided a verbal summary of the status of discussions with TDC with respect to the future ownership and management of community assets (which form the subject of the current pilot project involving several Parish Councils including	



	<p>Whyteleafe). Cllr Jones confirmed that Parish Councils north of the M25 had met to discuss the pilot scheme, asset transfer options and opportunities to co-operate. Consequently, the Parish Councils had decided to set up working groups to focus on specific topics and the following Cllrs volunteered to represent the Village Council on each as follows: toilets / Cllr Skilton; recreational land / Cllr Cline; play areas / Cllr Henty; Allotments / Cllr Jones and car parks / Cllr Goldsmith.</p> <p>Cllrs reviewed the current list of assets (in Whyteleafe) that TDC had put forward – the Clerk to submit an EoI to TDC in respect of thirteen individual assets including the car parks at Station Road, Whyteleafe Recreation Ground and Hillside Road.</p> <p>Cllrs to attend respective working group meetings (subject to their availability) and Cllr Jones to provide a summary of activity at the next Council meeting.</p>	SB ALL
15.	<p>OUTSIDE BODIES, PUBLIC EVENTS AND CONSULTATIONS</p> <p>1. The Clerk reminded Cllrs that the Tandridge Parking Review 2025 was due to close on 31 May 2025. No action was requested by Cllrs.</p> <p>2. Cllr Jones advised that the Annual Village Assembly had been well attended again this year and that the various presentations by County, District and Village Council representatives had been well received.</p> <p>The Clerk advised that the litter pick on the 18th May had also been well attended and that the volunteers had collected 25 sacks of rubbish from around central Whyteleafe and Church Road.</p> <p>Cllrs agreed to help promote the Surrey Youth Open Access initiative and the Clerk to display posters on the Village Council's website and notice boards.</p> <p>It was also agreed that members of the Village Council should attend the Whyteleafe Village Fun Day (organised by Whyteleafe Community Hub) to help raise the profile of the Council. Council members were encouraged to participate alongside the local gardening group at their stall.</p>	SB ALL
16.	<p>PUBLICITY AND COMMUNICATIONS</p> <p>Cllr Jones to write the next CR6 article on local community events. It was also agreed that the subsequent article (for publication in August) would relate, in the main, to promoting the Council's grant award scheme.</p> <p>The Clerk to update the Council's website and notice boards advertising applications for the role of Cllr (item 6 refers) until 30th June 2025.</p>	MJ SB
17.	<p>PAYMENTS AND EXPENDITURE</p> <p>Cllrs authorised the list of payments totalling £10,684.84 shown at Appendix 1: Schedule of Payments. The Clerk to dispense these payments.</p> <p>The Clerk advised that a charge relating to the Council's previous web and email domain name (which was maintained to enable the transition to the current domain) was payable. Cllrs agreed that, subject to further checks by the Clerk, that a payment of £87 should be made and the old domain name closed.</p> <p>The Clerk advised that in accordance with Financial Regulations he had instructed a local contractor, after liaising with the Chairman, to regularly water the orchard trees at Whyteleafe Recreation Ground to safeguard them from drought. The estimated cost for May 2025 would be £360 + VAT.</p> <p>Cllrs noted that The Clerk and Cllr Jones would organise bags of compost, as and when required, for use by volunteers looking after the Community Garden. Details to be provided to Cllrs at future Council meetings.</p>	SB SB MJ SB



18.	NEXT MEETING Cllrs noted that the next meeting will take place on Monday 21 st July 2025 at 7pm at St Luke's Church, Whyteleafe Hill, Whyteleafe.	ALL
19.	SUB-SECTION 2 - PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960: None.	

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
389*	Simon Bold	**	Clerk's salary for March 2025
390*	Surrey Pension Fund	**	Employee and employer pension contributions for March 2025
391*	HM Revenue & Customs	**	PAYE (Tax & NI) for Q4 2024/2025
392*	Simon Bold	**	Clerk's salary for April 2025
393*	Surrey Pension Fund	**	Employee and employer pension contributions for April 2025
394	Surrey ALC Limited	1,572.60	Subscription including The National Association of Local Councils 2025-26
395	Caterham, Chaldon and Whyteleafe Youth CIO	1,670.00	Contribution to Open Access Youth provision serving the local area
396	Andrew Siddall t/a Grass2Long	220.00	Regular maintenance in March & April 2025
397	DM Payroll Services Ltd	120.00	Annual payroll bureau services 2025-26
398	East Surrey Transport Committee	10.00	Annual affiliation fee 2025-26
399	Glasdon UK Limited	1,397.32	Bench and replacement post mounted bin
400	Marcus Jones	173.67	Plug plants, compost and paint for Community Garden, planters and village entry signs
401	Simon Bold	898.47	Reimbursement of costs incurred including plants for Community Garden and planters & VE Day Commemorations
402	Arthur J Gallagher Insurance Brokers Ltd	564.92	Council insurance policy premium for 2025-26
403	Marcus Jones	36.00	Additional compost for new plants
	TOTAL	£10,684.84	

**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*