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**Minutes of the Annual Meeting of Caterham on the Hill Parish Council
held at 7.30 pm on Wednesday 9th May 2018
at the Library, Westway**

All correspondence and papers referred to in the public part of this agenda are available to view on application to the Clerk to the Council

Present:	Councillors	C Botten S Burningham L Darlow G Dennis J Orrick C Rujbally H Turner J Webster
Also present:	Mrs H Broughton, Clerk to the Council	
Apologies:	No apologies for absence had been received.	

C 001 Election of the Chairman of the Parish Council

Proposed by Councillor Orrick and seconded by Councillor Botten that Councillor Webster be appointed Chairman of the Parish Council. There were no other nominations.

RESOLVED: that Cllr Webster be appointed Chairman of Caterham on the Hill Parish Council for the Council Year 2018-2019.

C 002 Chair's Declaration of Acceptance of Office

The Chairman's Declaration was signed and witnessed in the presence of the Clerk.

Cllr Webster in the Chair

C 003 Election of the Vice Chairman of the Council

Proposed by Cllr Orrick and seconded by Cllr Botten, that Cllr Burningham be appointed Vice Chairman of the Parish Council. There were no other nominations.

RESOLVED: that Cllr Burningham be appointed Vice Chairman of Caterham on the Hill Parish Council for the Council Year 2018-2019.

C 004 Declarations of interest

There were no declarations of interest arising from the agenda.

C 005 Review of members' registered interests

RESOLVED: that members' review their registered interests and inform the Clerk, before the next meeting, that this has been completed.

C 006 Public forum

Cllr Duck updated the Council on the work of the CR3 Forum.

C 007 6-month attendance rule

Cllrs Webster and Orrick had met with Cllr Hooper regarding her non-attendance at meetings due to ill health and a possible way forward had been discussed.

RESOLVED: that the Chair draft and send a letter to Cllr Hooper.

C 008 Committee appointments

RESOLVED:

i) that Committees remain unchanged

ii) that the following Committee appointments be approved:

Finance & General Purposes: Cllrs Webster (EO), Botten, Burningham, Darlow and Orrick.

Projects Committee: Cllrs Webster (EO), Burningham, Darlow, Dennis, Turner and Rujbally.

Planning Committee: Cllrs Webster(EO), Botten, Dennis, Orrick, Rujbally.

C 009 Council Working Groups

RESOLVED:

i) that the Resilience, Publicity and Fallen Servicemen working groups remain unchanged.

ii) that the following working group membership be approved:

Resilience: Cllrs Botten, Webster and Rujbally

Publicity: Committee and Council Chairs

Fallen servicemen: Cllr Burningham, Orrick and Webster

C 010 Appointments to Outside Bodies of the Council

RESOLVED: that the following appointments to outside bodies be approved:

Douglas Brunton Centre: Cllr Burningham

Caterham and District Local History Centre: Cllrs Turner and Webster

Tandridge Local Area Committee: Cllr Botten

CR3 Forum Steering Group: Cllrs Dennis and Webster

Kenley Airfield Friends Group: Cllr Turner

Caterham and District Horticultural Society / Allotments: Cllr Webster

C 011 Minutes

RESOLVED that:

- i. Minutes of the Council meeting held on 11th April 2018 be approved and signed by the Chair.**
- ii. Minutes of the Planning Committee held on 27th April 2018 be approved at the next meeting.**

C 012 Projects

Cllrs Webster and Darlow updated the meeting on plans for Beating the Bounds.

RESOLVED: that a budget of £100 be approved for the picnic.

C 013 Committee Chairman's Report

There was nothing further to report.

Finance & General Purposes

C 014 Schedule of payments

The schedule of payments and invoices had been circulated in advance of the meeting (appendix 1)

RESOLVED: to approve the schedule of payments.

C 015 Internal Audit

The internal audit process had been reviewed and the recommendation that no further action was required considered.

RESOLVED:

- i) to approve and adopt the internal auditor's report for the financial year 2017-2018.**
- ii) To note that the internal audit process had been reviewed and no action be taken.**

C 016 End of Year Accounts

RESOLVED:

- i) To approve and adopt the accounts for the year end 31 March 2018.**
- ii) To approve and sign the Annual Governance Statement.**
- iii) To approve and sign the Accounting statement.**

C 017 Financial matters

RESOLVED:

- i) to approve the transfer of all Parish Council funds from HSBC to Lloyds bank.**
- ii) to approve Zurich Insurance as the Parish Councils insurers for 2018/2019 at a premium of £860.35**
- iii) to approve renewal of the Society of Local Clerks Membership at a cost of £220**

- iv) to note that Surrey County Council require proof of expenditure on the resilience project.*
- v) that Cllr Botten to write to SCC and inform them of the timetable for the resilience project.*

C 018 Committee Report

There was nothing further to report.

C 019 Planning

Planning application 2018/778 -The Jays, 17A Burntwood Lane, Caterham CR3 5UN.

RESOLVED:

- i) that Cllr Botten call the above application into committee.*
- ii) that Councillors inform Cllr Dennis of any comments in relation to this application.*

C 020 Planning Committee Report

The Flood Action Group had a date fixed for the next multi agency meeting. Responses to relevant applications were now being copied to the Local Flood Authority.

Noted.

C 021 Outside bodies and other external events

Information on recent meetings and events was shared. It was noted that the CR3 Forum AGM was being held on Monday 14th May at 7pm at Hillcroft School.

Noted.

C 022 Urgent business for inclusion on future Council and Committee agenda

- Trees on the Hambledon strip (projects agenda)
- PCSO to be invited to next meeting.

The meeting closed at 8.50pm

Date of the next meeting Wednesday 27th June.