

Helen Broughton, Clerk to the Council
65 Court Road, Caterham
Surrey CR3 5RH

Telephone: 01883 708310

Email: clerk@caterhamhillparishcouncil.co.uk

www.caterhamhillparishcouncil.co.uk



**Minutes of a meeting of Caterham on the Hill Parish Council held on
12th September 2018 at 7.30pm at the library, Westway, Caterham on the Hill**

Present: Cllrs Orrick, Turner, Botten, Rujbally, Darlow and Webster (part meeting)

Also present: Mr Nick Morley, Resilience Officer and Mrs H Broughton, Clerk.

Cllr Orrick in the Chair

C 049 Apologies for absence

Apologies of absence were received and accepted from Cllr Burningham, who was unwell, and Cllr Dennis, who was on holiday. It was noted that Cllr Hooper had not attended meetings or given apologies for 6 months.

C 050 Declarations of interest arising from the agenda

There were no declarations of interest arising from the agenda.

C 051 Public forum

There were 5 members of the public present, including District Councillor Duck.

A concern was raised regarding the lack of maintenance around the Westway Ward including litter and weeds.

The Head Teacher from Sunnydown school was looking to improve links with the local community and informed the Council of their new cycle workshop and burger van. He asked for assistance obtaining a trading licence, that was proving difficult and Cllr Botten offered his support.

Cllr Webster joined the meeting at 7.45pm

Cllr Webster in the Chair

C 052 Minutes of previous meetings

Resolved: to adopt the minutes of Council meetings held on 27th June, 10th August and 29th August 2018 and that these be signed by the Chairman as a correct record.

C 053 Matters arising

An update was given on the Douglas Brunton Centre.

C 054 Committee reports

RESOLVED: to adopt the reports of the following meetings and that these be signed by the Chairman as a true record:

i) Projects Committee held on 6th July 2018

ii) Finance and General Purposes Committee held on 6th July 2018

iii) Planning Committee meetings held on 27th July and 24th August 2018

Projects

C 055 WW1 Commemoration

- The Manor Avenue road closure had been approved.
- A meeting of the Working Group would be arranged by Cllr Orrick.
- The Town Crier had requested a silhouette at the Barracks and the Working Group would consider this.
- A grant application had been received from the Festival Committee and would be considered at the next Finance and General Purposes meeting.

C 056 Litter

It was suggested that schools be involved in raising awareness by designing posters.

RESOLVED: to include this item on the next projects agenda.

C 057 Committee Chair's report

There was nothing to report.

Finance & General Purposes

C 058 Schedule of payments

RESOLVED: to approve the schedule of payments (appendix 1)

C 059 Resilience Officer

Mr Morley had been appointed as the Hill Resilience Officer from 1st September 2018 and the Chair welcomed him to the Parish Council. Mr Morley gave an update on initial work undertaken and had offered to help with the poppy naming ceremony and Christmas lights switch on. He had been invited to the next meeting of the Flood Action Group.

RESOLVED: to approve a budget of up to £600 for the purchase of equipment for the work of the Resilience Officer.

C 060 Meeting schedule

RESOLVED: that the timings of meeting be referred to the Finance and General Purposes Committee.

C 061 Barracks Play area

Cllr Rujbally reported that new equipment had been installed at the play area at the Barracks and the fencing improved. The area would benefit from sensory equipment.

RESOLVED: to consider sensory equipment at a future committee meeting.

C 062 Report from the Chair of the finance & general purposes committee

There was nothing further to report.

Planning

C 063 Local Plan

The Parish Council response to the Draft Local Plan had been submitted.

C 064 Neighbourhood Plan

Mr Windridge was invited to speak on the Neighbourhood Plan. He said that the next step was for the District Council to look at the Neighbourhood Plan (NP) for compliance and alignment with the Local Plan. Professional help was now needed to finish the NP and further funding from the parishes was needed for this.

RESOLVED: that a grant for the Neighbourhood Plan be considered at the next Finance and General Purposes Committee.

C 065 Planning application 2018/1408

Revised drawings for application 2018/1408 – 72 Eldon Road had been submitted and a revised Parish Council response was considered.

RESOLVED: that Cllr Botten draft a response and that the Clerk be delegated authority to send this on behalf of the Parish Council.

C 066 Report from the Chair of the Planning Committee

There was nothing to report.

C 067 Local Council Award Scheme

RESOLVED:

i) to confirm that the following are published on the Parish Council website:

Standing Orders and Financial Regulations, Code of Conduct and link to councillors' register of interests, publication scheme, last annual return, information about payments, calendar of meetings, minutes for the last 2 years, current agenda, budget and precept information, complaints procedure, council contact details and councillor information in line with the transparency code, action plan, evidence of consulting in the community, publicity for advertising council activities, evidence of participating in town and country planning.

ii) to confirm that Caterham on the Hill Parish Council has the following:

A risk management scheme, a register of assets, contracts for all members of staff, disciplinary and grievance procedures, a policy for training new staff and councillors a record of all training undertaken by staff and councillors in the last year, a clerk who has achieved 12 Continuing Professional Development points in the last year.

iii) that Caterham on the Hill Parish Council apply for the Local Council Award – Foundation Level.

C 068 Outside bodies and other external events

The Parish Assembly was taking place on 19th September.

C 069 Communication

RESOLVED: that a press release be considered on the following items arising from this meeting:

- **Resilience Project**
- **WW1 Commemoration**
- **Litter Angel scheme**

C 070 Urgent business for inclusion on future Council and Committee agenda

Library

The meeting closed at 9.20pm