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## **Draft minutes of the Annual Meeting of Caterham on the Hill Parish Council held at 7.30 pm on Wednesday 8<sup>th</sup> May 2019 at the Library, Westway**

**Present:** Cllrs Webster, Cllr Botten, Cllr Brent, Cllr Burningham, Cllr Darlow, Cllr Dennis, Cllr Turner

**Apologies for absence:** Cllr Rujbally and Cllr Orrick.

**Also present:** Mrs H Broughton, Clerk and 4 members of the public

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### **Cllr Webster in the Chair**

**C 001 To elect the Chair of the Council for the Council Year 2019-2020**

Proposed by Cllr Botten and seconded by Cllr Brent that Cllr Webster be appointed Chair for the 2019/20 Council year. This was unanimously approved.

***RESOLVED: that Cllr Webster be appointed Chair of the Council for the 2019/20 Council year.***

**C 002 Chair's Declaration of Acceptance of Office**

***RESOLVED: to accept the Chair's declaration of acceptance of office.***

**C 003 Vice Chair of the Council**

Proposed by Cllr Botten and seconded by Cllr Darlow that Cllr Burningham be appointed Vice Chair for the 2019/20 Council year.

***RESOLVED: to appoint Cllr Burningham as Vice Chair of the Council for the 2019/20 year.***

**C 004 To receive apologies for absence**

Apologies for absence were received from Cllr Orrick and Cllr Rujbally, due to illness. These apologies were accepted by the Council.

**C 005 Declarations of interest**

Cllrs Botten and Webster declared a standing interest in the Douglas Brunton Centre (DBC), the nature of their interest being that they were trustees of the DBC.

Councillors were reminded to review their registered interests and return to the Clerk.

**C 006 Public forum**

The Chair of the Caterham Carnival Committee informed the meeting that she had revised the grant application as a skip had been obtained for free. The Red Devils were performing this

year and the food offering being improved, including a Food Village. The Council welcomed this.

A resident reported that the keep left signs were out of order.

**C 007**

**Committee appointments**

**RESOLVED:**

- i) that Committees remain unchanged*
- ii) to approve the following Committee appointments:*
  - 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, Brent, Dennis, Orrick, Rujbally.*

**C 008**

**Council Working Groups**

**RESOLVED:**

- i) that Working Groups remain unchanged*
- ii) to approve the following Working Group appointments*
  - Publicity: Cllr Webster and committee Chairs (to be appointed)*
  - Christmas: Cllr Burningham, Cllr Webster, Cllr Orrick.*
  - Library: Cllr Botten, Cllr Webster, Cllr Orrick.*

**C 009**

**Appointments to Outside Bodies of the Council**

Councillors were asked to consider a Parish Council appointment to the position of trustee of the Douglas Brunton Centre, to be approved at the next meeting.

**RESOLVED: to approve the following appointments to outside bodies:**

*Caterham and District Local History Centre: Cllrs Turner and Webster*

*CCWNP Steering Group: Cllrs Dennis and Webster*

*Kenley Airfield Friends Group: Cllr Turner*

*Caterham and District Horticultural Society: Cllr Webster*

**C 010**

**Minutes**

**RESOLVED: to approve the following minutes:**

- i. Council meeting held on 13<sup>th</sup> March 2019*
- ii. Finance and General Purposes meeting held on 10<sup>th</sup> April 2019.*
- iii. Projects meeting held on 10<sup>th</sup> April 2019.*
- iv. Planning Committee held on 26<sup>th</sup> April 2019.*

**Projects**

**C 011**

**Trees**

3 new trees had been planted at Hambledon and one on Westway and required watering in the first 6 months.

**RESOLVED:**

- i) to approve a 6 month watering regime for recently planted trees*
- ii) to approve a budget of up to £500 for tree watering.*

**C 012**

**Benches**

A proposal had been received from a local café that they donate 2 benches and a litter bin, to be placed on common land near the library. The Parish Council welcomed this.

***Noted.***

**Finance & General Purposes**

**C 013**

**Schedule of payments**

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

**C 014**

**Internal Auditor's Report**

***RESOLVED: to approve and adopt the internal auditor's report for the financial year 2019/20***

**C 015**

**Accounts for the year ended 31 March 2019**

***RESOLVED: to approve and adopt the accounts for the year end 31 March 2019***

**C 016**

**Annual Governance and Accounting statement**

***RESOLVED: to approve and sign the Annual Governance and Accounting Statement on the Annual Return.***

**C 017**

**Insurance**

To approve Zurich Insurance as the Parish Councils insurers for 2019/2020 at a premium of up to £880.00

**C 018**

**Grants**

A grant application had been received from the Caterham Carnival Committee

***RESOLVED: to approve a grant of £700 to the Caterham Carnival Committee.***

**C 019**

**General Power of Competence**

***RESOLVED:***

- i) to confirm that the Parish Council meets the criteria for eligibility to adopt the General Power of Competence.***
- ii) that Caterham on the Hill Parish Council adopts the General Power of Competence.***

**C 020**

**Douglas Brunton Centre (DBC)**

Cllr Webster reported that Tandridge District Council (TDC) were committed to making the DBC fit for purpose. A key meeting of the housing committee was due to take place at which it was hoped approval would be given for TDC to provide £100k per annum for 3 years and the signing of a lease. Services would be taken on by Trustees from 1<sup>st</sup> October.

**C 021**

**Outside bodies and other external events**

The Caterham Community Association AGM had been held.

**C 022**

**Urgent business for inclusion on future Council and Committee agenda**

Report by Cllr Botten on Fire and Rescue night cover service.

**The meeting closed at 8.25pm**

**Appendix 1 - SCHEDULE OF PAYMENTS for approval at the May Council meeting***(Invoices circulated by email)****Paid between meetings:***

<i>H Broughton</i>	<i>(1)</i>	<i>Refund for Annual Microsoft business</i>	<i>£416.85</i>
<i>HMRC</i>	<i>(1a)</i>	<i>Month 11 PAYE and Tax</i>	<i>£784.55</i>
<i>HMRC</i>	<i>(1a)</i>	<i>Month 12 PAYE and Tax</i>	<i>£786.74</i>

**For approval:**

<b>Company/Person</b>		<b>Details</b>	<b>Amount</b>
<i>Ivy Leaf</i>	<i>(2)</i>	<i>Hillcroft Corner maintenance</i>	<i>£185.00</i>
<i>SLCC</i>	<i>(3)</i>	<i>Annual SLCC membership</i>	<i>£247.00</i>
<i>Peter J Consultants</i>	<i>(4)</i>	<i>Internal Audit fee</i>	<i>£103.35</i>
<i>M J Gibbins</i>	<i>(5)</i>	<i>CR3 Clerking</i>	<i>£54.35</i>
<i>HMRC</i>	<i>(6)</i>	<i>PAYE and NI</i>	<i>£1414.22</i>
<i>H Broughton</i>	<i>(7)</i>	<i>See below</i>	<i>£128.33</i>
<i>J Webster</i>	<i>(8)</i>	<i>See below</i>	<i>£49.61</i>
<i>Zurich Insurance</i>	<i>(9)</i>	<i>Annual Insurance Renewal</i>	<i>£866.33</i>
<i>Surrey ALC and NALC</i>	<i>(10)</i>	<i>Annual subscription</i>	<i>£2354.15</i>
<i>Charles Arnold Baker.</i>	<i>(11)</i>	<i>Updated legal guide (cost approved at Nov meeting)</i>	<i>£108.79</i>
<i>SLCC</i>	<i>(12)</i>	<i>Cybercrime for Councils course</i>	<i>£63.00</i>

***Clerk refunds (7)***

<i>Projector</i>	<i>£59.99</i>
<i>Sleeve for laptop</i>	<i>£10.99</i>
<i>Printing (agenda and papers)</i>	<i>£16.00</i>
<i>Postage (agenda and papers)</i>	<i>£11.00</i>
<i>Phone – monthly</i>	<i>£20.00</i>
<i>Mileage (Oxted x 2)</i>	<i>£10.35</i>

***Total***                      ***£128.33******J Webster refunds (8)***

<i>Wild Flower Meadow</i>	<i>£10.98</i>
<i>Parking Fee for Brunton</i>	<i>£ 4.50</i>
<i>Wildflower Meadow</i>	<i>£34.13</i>
<b><i>Total</i></b>	<b><i>£49.61</i></b>