

Caterham on the Hill Parish Council
65 Court Road, Caterham
Surrey CR3 5RH

Telephone: 01883 708310

Email: clerk@caterhamhillparishcouncil.co.uk

www.caterhamhillparishcouncil.co.uk



**Draft minutes of a meeting of Caterham on the Hill Parish Council
held on Wednesday 3rd June 2020 at 2pm by Zoom**

Present: Cllr Webster (Chair), Cllr Botten, Cllr Burningham, Cllr Dennis, Cllr Orrick, Cllr Brent.

In attendance: Mrs H Broughton, Clerk and 4 members of the public.

Part 1

C 001 Apologies for absence

Apologies for absence were received from Cllr Turner and Cllr Rujbally.

C 002 Declarations of interest arising from the agenda

Cllr Botten declared an interest in a grant request from the Caterham Barracks Community Trust (CBCT), the nature of his interest being that he was a TDC appointed Trustee for CBCT.

RESOLVED: that Councillors review their annual declarations.

C 003 Public forum

A resident requested that more care be taken with the timing of the cutting of verges to encourage wildflowers and biodiversity. Cllr Botten suggested that, to have control over verge cutting, the Parish Council consider taking on responsibility for verge cutting from Spring 2021. Work would be needed to identify the verges most suitable for wildflowers and those that would need regular cutting for road safety purposes. An article in the next newsletter was suggested and this item would be included on a future agenda.

C 004 Committee Minutes

RESOLVED: that the Chair sign the following minutes as a correct record:

- i) Planning Committee 1st May 2020
- ii) Planning Committee 29th May 2020
- iii) Finance and General Purposes 18th May 2020

C 005 Chairs and Committees

RESOLVED: that Chairs and Committees remain unchanged until after the May 2020/21 elections due to Covid-19.

C 006 Westway Ward Vacancy

The following were noted:

- i.) that a vacancy had arisen in the Westway Ward following the resignation of Cllr Darlow.
- ii.) that a bye-election had been requested by electors and therefore no co-option would take place. The bye-election would be held in May 21 due to Covid-19 regulations.

C 007 Finance & General Purposes

RESOLVED:

- i.) to approve the revised 2020/21 budget (appendix 1)*
- ii.) To approve the schedule of payments (appendix 2)*
- iii.) To approve and adopt the internal auditor's report for the financial year 2019-2020*
- iv.) To approve and adopt the accounts for the year end 31 March 2020*
- v.) To approve and sign the annual governance statement*
- vi.) To approve and sign the accounting statement*
- vii.) To approve Zurich Insurance as the Parish Councils insurers for 2020/2021 at a premium of up to £880.00*

C 008 Grants

Grant requests had been received from the Caterham Barracks Community Trust for the installation defibrillator for £342 and from the South East Cancer Support Centre.

RESOLVED:

- i. to approve a grant of £342 for the installation of a defibrillator*
- ii. to approve a grant of £500 for the South East Cancer Support Centre*

Projects**C 009 VJ Day**

Cllr Orrick reported that there had been 13,000 views on facebook of the piper playing for VE day and comments about the event had been very positive. He suggested that the piper play again on VJ day (15th August) with other activities possibly taking place, depending on the situation at the time.

Planning**C 010 Annes Walk and Whyteleafe Road applications**

Cllr Dennis reported that the Annes Walk and Whyteleafe Road applications (Local Plan allocated site HSG08) remains very complex. Shanly Homes won a proposal at Appeal using Annes Walk as access and have been causing distress to residents by attempting to bring in lorries and construction material. Local Councillors have just deferred an application to discharge conditions for this application and as a result commencing development may be in contravention of planning. Their preferred option is to use 172 Whyteleafe Road (which they own) as access but the price being demanded for not using Annes Walk is a more aggressive scheme that has a number of problems. Meanwhile the other developer, Chartwell has lost their application at appeal.

Cllr Botten reported that the Chief executive of TDC has agreed to meet with residents, councillors and officers to broker agreement about an acceptable way of working. She will

also meet with residents separately regarding their treatment by the developers.) Negotiations with Chartwell to have a common entrance will continue.

Cllrs Dennis, Brent and Botten were thanked for professionalism and work in these planning applications.

C 011 Future meetings

RESOLVED: to hold monthly Council meetings by Zoom on the 2nd Wednesday of the month at 2pm until further notice.

C 012 Updates

Tandridge District Council and Surrey County Council

Cllr Botten reported that SCC, TDC and the Westway Centre were working closely as part of the Local Resilience Forum. Covid had resulted in uncertainty over budgets, which may result in service cuts unless help is received from the government.

Cllr Botten has lobbied for the Community Recycling Centres to be opened on a bookable basis.

There are plans to open the libraries in July although it is uncertain if this will include Caterham on the Hill library.

Neighbourhood Plan and Local Plan

The inspectors report is due imminently and the steering group will then have until the end of June to comment on the facts, decide if accepting amendments and the NP will then go to regulation 18.

C 013 Urgent business for inclusion on future Council and Committee agenda

The bore hole at Church Walk is underway and will monitor water levels. No legal agreement has been received as yet and Cllr Batten would progress this.

Information had been received on re-opening the high street safely fund. Funds go to Tandridge District Council and a panel will award grants to small businesses. The Parish Council would include information on this in the next newsletter.

The meeting closed at 3.05pm

Appendix 1

Caterham Hill Parish Council 3 year budget forecast

| | 2020/21 | 2021/22 | 2022/23 |
|---------------------|----------------|----------------|----------------|
| Income | | | |
| Precept | 108,339 | 113,756 | 119,444 |
| Precept Increase % | 5% | 5% | 5% |
| Precept Increase £ | 5,417 | 5,688 | 5,972 |
| CIL / other | 37,000 | 10,000 | 10,000 |
| Total Income | 145,339 | 123,756 | 129,444 |

| Expenditure | 2020/21 | 2021/22 | 2022/23 |
|---------------------------------|----------------|----------------|----------------|
| Professional fees | 850 | 850 | 850 |
| Insurance | 900 | 900 | 900 |
| Meeting room hire | 600 | 800 | 800 |
| Office expenditure | 1,700 | 1,700 | 1,700 |
| Staff costs (salary/pension/NI) | 45,000 | 38,000 | 39,000 |
| Cllr expenses | 500 | 500 | 500 |
| Clerk travel and training | 100 | 100 | 100 |
| Hanging baskets / Hillcroft | 4,000 | 4,000 | 4,000 |
| Christmas Celebrations | 11,000 | 11,000 | 11,000 |
| Allotment competition | 300 | 300 | 300 |
| Winter maintenance | 4,000 | 4,000 | 4,000 |
| Area maintenance | 5,000 | 5,000 | 5,000 |
| Trees | 1,000 | 1,000 | 1,000 |
| Resilience / Covid | 15,000 | 5,000 | 5,000 |
| Dog waste bags | 1,000 | 1,000 | 1,000 |
| CIL projects | 37,000 | 10,000 | 10,000 |
| Library newspapers | 1,000 | 1,000 | 1,000 |
| Library | | 30,000 | 30,000 |
| Grants | 10,000 | 5,000 | 5,000 |
| GDPR compliance | 500 | 500 | 500 |
| Subscriptions | 2,900 | 2,900 | 2,900 |
| Equipment | 1,000 | 1,000 | 1,000 |
| Publicity | 500 | 800 | 800 |
| Neighbourhood Plan | 500 | 500 | 500 |
| Elections | | 7,000 | |
| TOTAL EXPENDITURE | 144,350 | 132,850 | 126,850 |

Appendix 2

SCHEDULE OF PAYMENTS approved at the June Council meeting

Invoices circulated by email

Paid between meetings:

DBS checks £190

| Company | Person Details | Amount |
|--------------------|-----------------------|---------------|
| Process2Matters | Annual DPO fee | £150.00 |
| New Ink Balance | on account for NP | £14.40 |
| H Broughton Refund | (see below) | £120.39 |

Clerk refunds for May

Norton antivirus £79.99

Mileage to Oxted £5.40

DBS check £35.00

TOTAL 120.39