



(INCORPORATING VALLEY AND HARESTONE WARDS)

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 14<sup>TH</sup> MARCH 2018**  
**AT CATERHAM VALLEY LIBRARY, STAFFORD ROAD, CATERHAM**

**Attendees:** Cllr. Cherie Callender  
Cllr Nicole Morrigan  
Cllr Alun Jones  
County Cllr. David Lee  
District Cllr. Michael Cooper  
Mrs M Gibbins - Clerk

**MINUTES**

1. **Apologies for absence were received and accepted from**  
Cllrs Peter Roberts due to a business commitment, Jenny Gaffney due to illness, Yvonne Gomes due to a family commitment and District Cllr Beverley Connolly due to a prior commitment.
2. **Declarations of Disclosable Pecuniary Interest:** To receive any disclosure by members of personal interests in matters on the agenda, the nature of any interests, and whether the member regards the interest to be prejudicial under the terms of the new Code of Conduct. Anyone with a prejudicial interest must, unless an exception applies, or a dispensation has been issued, withdraw from the meeting.  
There was none declared
3. **Minutes of meeting held on 10<sup>th</sup> January 2018 and 27<sup>th</sup> February 2018 to be received and signed as a true record.**  
The minutes of the meeting held on 10<sup>th</sup> January were approved and signed as a true record by the Chairman.  
The minutes of the meeting held on 27<sup>th</sup> February were not signed and are to be verified by the Clerk having consulted with the Monitoring Officer at TDC.
4. **Public Participation** - there was no member of the public present.
5. **Reports Part 1**
  - 5.1 **County Councillor's Report** - County Cllr David Lee reported the next Local Area Committee meeting is being held in April; the last one being cancelled due to the weather. Cllr Lee invited all Councillors to let him know of any issues they wish to have raised at the Local Committee. A revised parking enforcement report has been submitted which raises a number of questions. The gritting service provided by Surrey Highways during the recent inclement weather was excellent. Highways are reducing the number of grass cuttings being undertaken due to budgetary cuts; TDC will be compensating for the following year however will be seeking financial support for the grass cuttings from the Parish Councils going forwards. The County is looking at appointing a Locality Officer for each area to deal with reported issues such as dog fouling. Biffa contract is up for renewal and the Council is undertaking a tender process for waste collection.

**5.2 District Councillor's Report - District Cllr Michael Cooper** reported that TDC are borrowing money and making investments and trying to be independent of government. The Council is undertaking a major change in how it operates and introducing a Customer First process within the Council. Staff who retire are not being replaced. The restructuring is costing in the region of £5.3 million. The Caterham Masterplan is being considered at the forthcoming Planning Policy meeting; the general plan is for specific hints as to what can be done in the area. Church Walk developers have given a presentation to local groups of what they can and want to do to update the area. County are proposing to make Tillingdown Lane one way.

**District Cllr Alun Jones** - reported that the TDC Overview and Scrutiny Committee have a strategy for investment. The Planning Policy Committee will be considering the comments and submissions from Reg 18 on the Local Plan and will also be going through the four garden village sites.

## **6. Planning Committee**

- i) Planning Committee: approved the minutes of the Planning Committee meetings held on 10/1/18; 31/01/18 and 21/02/18
- ii) Full Council received the minutes of the Planning Committee meetings held on 10/1/18; 31/01/18 and 21/02/18

## **7. Items for decisions and resolutions**

### **7.1 Part 1 for action**

7.1.1 Co-option of committee members - General discussion ensued regarding co-opted members on committees. Clerk to invite resident who applied for the council vacancy to join the planning committee.

**Action: Clerk**

7.1.2 Clerk's extra hours - The Chairman raised the issue of the number of extra hours which has been working by the Clerk over the past 7 weeks. It was agreed the 60 hours are to be paid. The Clerk thanked the councillors and will notify the payroll clerk.

**Action: Clerk**

7.1.3 Website - The update is in progress. Councillors are requested to submit their comments to the Clerk for forwarding to the web designer.

**Action: All**

7.1.4 Roundabout update - Due to the Local Committee meeting being cancelled, the question submitted by the Clerk was not formally considered. Concern was expressed regarding the current state of the roundabout and suggestion was made that short term repair of concreting the affected area may help. The Clerk will notify Councillors of another Highways approved contractor.

**Action: Clerk**

7.1.5 Newsletter - The Clerk confirmed the newsletter is with the printer and will be delivered to the distributor on 21<sup>st</sup> March. Thanks were expressed to Cllr Gaffney for pulling the newsletter together. The councillors discussed the content and agreed that there needs to be a branding guideline regarding typeface, colour and content. It was considered that there was too much content relating to other organisations and insufficient relating to the Parish.

7.1.6 Data Protection Officer - The Clerk confirmed that there are still changes being notified relating to the GDPR. The Clerk has also been advised that a Data Protection Officer may not be needed if less than 250 employees. The Clerk continues to monitor.

**Action: Clerk**

7.1.7 CIL Projects - the updated schedule had been previously circulated to all Councillors. It was agreed that a number of the topics will be raised with the Local Committee. Cllr Morrigan raised the issue of installing CCTV and was advised that the local police have advised that it has limited help in areas where there is no and very little anti social behaviour. The CCTV installed, at a cost of £10,000, in Stafford Recreation area has stopped the anti social behaviour.

**Action: Clerk**

7.1.8 Rotary Clock - The Clerk tabled the estimate for the repair of the Rotary Clock. The Councillors consider, with the Masterplan proposals together with the number of issues encountered with the clock they are not prepared to fund this.

7.1.9 Letter from resident - The letter from a local resident was tabled and the contents noted. The Clerk will reply.

**Action: Clerk**

7.1.10 Street cleaning/Litter picking - Cllr Jones reported that Stafford Road, Colin Road, Farningham Road, Mount Pleasant, Tillingdown, grass verges, Markville Road, Markfield Road and by row of garages in Godstone Road are the worst affected areas together with the service road at back of waitrose. The Parish Council has allocated a budget of £5000 for additional street cleaning. Cllr Morrigan will liaise with the relevant person at TDC.

**Action: NM**

7.1.11 Recording of Parish Council meetings - Following discussion it was agreed that it would be preferable to record parish council meetings. The Clerk advised that recordings, according to Standing Order 9(e), must be destroyed following approval of the minutes. The Clerk to ascertain whether there can be a secure area on the website for the recording to be stored, accessible to all Caterham Valley Parish Councillors, until it needs to be destroyed.

**Action: Clerk**

7.1.12 Caterham & District Local History Centre request for funds - It was resolved to donate £100 to Caterham & District Local History Centre.

**Action: Clerk**

7.1.13 Caterham & Warlingham CAB request for funds - It was resolved to donate £2000 to Caterham & Warlingham Citizen Advice Bureau.

**Action: Clerk**

7.1.14 Neighbourhood Watch request for funds - following discussion the Parish Councillors agreed they Parish would not donate £100 to the Neighbourhood Watch request.

**Action: Clerk**

7.1.15 Parish events - Picnic in the park; Christmas market - the Clerk confirmed arrangements are in progress.

Part 2 for information

**Council Meetings**

9<sup>th</sup> May 2018

11<sup>th</sup> July 2018

12<sup>th</sup> September 2018

14<sup>th</sup> November 2018

**Planning Committee meetings**

4<sup>th</sup> April 2018

25<sup>th</sup> April 2018

16<sup>th</sup> May 2018

6<sup>th</sup> June 2018

27<sup>th</sup> June 2018

18<sup>th</sup> July 2018

8<sup>th</sup> August 2018

29<sup>th</sup> August 2018

19<sup>th</sup> September 2018

10<sup>th</sup> October 2018

31<sup>st</sup> October 2018

21<sup>st</sup> November 2018

## 7.2 Chairman's Report - see list

**The Chairman** attended the following events and meetings in the period from 11<sup>th</sup> January to date.

11<sup>th</sup> January - Meeting with the Bid; 22<sup>nd</sup> January - Steering Group;

29<sup>th</sup> January - Meeting with John Orrick and Parish Clerk

29<sup>th</sup> January - Public Meeting re Christmas debrief; 30<sup>th</sup> January - CAB AGM

12<sup>th</sup> February - Steering Group; 20<sup>th</sup> February - Meeting with ABC Group

21<sup>st</sup> February 2018 Discover Gatwick; 27<sup>th</sup> February - Extraordinary Meeting at URC

28<sup>th</sup> February - Visit to Addlestone with regard to Neighbour plan

28<sup>th</sup> February - Steering Group Meeting; 6<sup>th</sup> March - Steering Group meeting at TDC

7<sup>th</sup> March - Master Plan at Soper Hall; 9<sup>th</sup> March - Ropemakers meeting

12<sup>th</sup> March - Meeting with Parish Clerk - Call over;

12<sup>th</sup> March - Extraordinary meeting at Library

## 7.3 Parish Councillors' Reports

**Cllr Jenny Gaffney** - report was emailed in Cllr Gaffney's absence. Collated the CCW Neighbourhood Plan response to Masterplan; Monday 22<sup>nd</sup> January, Monday 12<sup>th</sup> February and Wednesday 28<sup>th</sup> February attended CCW Neighbourhood Plan meetings; Wednesday 7<sup>th</sup> March attended the Caterham Town Workgroup presentation of the revised Masterplan; Friday 9<sup>th</sup> March attended the Ropemakers presentation for Church Walk shopping centre; assisted a number of residents by phone and email with regard to the HMO planning application at 78 Farningham Road; Produced the Parish Council newsletter.

**Cllr Alun Jones covered all in his District report**

**Cllr Nicole Morrigan** - reported she attended

29<sup>th</sup> January - Public Meeting re Christmas debrief; 28<sup>th</sup> February - Visit to Addlestone with regard to Neighbour plan; 7<sup>th</sup> March - Master Plan at Soper Hall;

9<sup>th</sup> March - Ropemakers meeting; Caterham Working Group meeting. Litter picked with local groups on 11<sup>th</sup> March.

## 8. Finance

## 8.1 Payment of Accounts

1314	906.68	HMRC - PAYE & NI
1315	240.00	2 <sup>nd</sup> 1/3 of website fee (£240)
1316	40.00	Simon Bold - Clerking planning
1317	30.00	URC - Room Hire
1318	37.20	SSALC - Guides and postage
1319	872.86	Clerk Salary, office & expenses
1320	111.00	Caterham Publishing - newsletter
1321	2000.00	Caterham & Warlingham CAB
1322	100.00	Caterham & District Local History Society

## 8.2 Review of Expenditure

## 9. Correspondence - circulated to all on receipt. The Clerk further reported the annual events publication has been received from the Caterham Horticultural Society