



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD VIA  
ZOOM ON-LINE REMOTE SET-UP ON WEDNESDAY 9<sup>TH</sup> SEPTEMBER 2020

**Present:** Cllr Peter Roberts - Chairman  
Cllr Nicole Morrigan  
Cllr Jenny Gaffney

Mrs M Gibbins - Parish Clerk

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MINUTES

1. **Apologies for absence to be received and accepted**  
Cllrs Alun Jones and Cherie Callender
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. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question. 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 on 8<sup>th</sup> July 2020 to be approved and signed as a true record**  
The minutes were approved as a true record and will be signed by the Chairman in due course
4. **Public Participation:** There was no member of the public present
5. **Planning Committee**
  - i) Planning Committee approved the minutes of the Planning Committee meetings held on 15/07/20, 05/08/20 and 26/08/20.
  - ii) Full Council received the minutes of the Planning Committee meetings held on 15/07/20, 05/08/20 and 26/08/20.
6. **Items for decisions and resolutions**
  - i) CCTV - Cllr Roberts has been liaising with the representative at Scanguard and will provide a report once sufficient information has been received and exact requirements agreed. The Clerk will endeavour to forward all the photos taken of possible camera locations. It was agreed more cameras may be required in Stafford Road. **Action: Cllr Roberts**
  - ii) Litter Angels - It was agreed to start the scheme and publicise on the Parish website and Facebook page. The Clerk will liaise with TDC prior to commencement. **Action: Clerk**

- iii) Refuse collector recruitment - The advert is live however the hours need to be increased to 20 hours and deadline for applications is 18<sup>th</sup> September. One application has, currently, been received. **Action: Clerk**
- iv) Parish Council vacancy - this will be filled at the May 2021 elections.
- v) Stafford Rec footpath - The Parish Councillors agreed to proceed with Option 1 of the quote received. Clerk to liaise with SCC and instruct the contractor. **Action: Clerk**
- vi) Footpaths and tracks - Cllr Morrigan will share the map with the council. Clerk to liaise with Caterham on the Hill regarding available land. Cllr Gaffney will check if the land has been included in the CCWNP. **Action: Cllrs Morrigan & Gaffney/Clerk**
- vii) Christmas Market update - It was agreed to cancel the event due to the current Covid-19 situation. The Clerk to notify all. The event is provisionally booked for 27<sup>th</sup> November 2021. **Action: Clerk**
- viii) Clareville Road/Godstone Road update - an update will be provided following the meeting with SCC on 10<sup>th</sup> September. **Action: Cllr Morrigan/Clerk**
- ix) Additional bore hole funding - The councillors unanimously agreed to provide the additional funding required. Cllr Morrigan is awaiting the legal agreement documentation.
- x) Annual Governance Review - more information will be available following the on-line seminar on 15<sup>th</sup> September which is being attended by the Parish Chairman. A report will be provided. **Action: Cllr Roberts**
- xi) Roundabout Landscaping - The Clerk to source a local company to do the works. **Action: Clerk**

## 10. Finance

- 10.1 To authorise invoices for payment - Proposed by Cllr Roberts and seconded by Cllr Gaffney; all present agreed
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| East Surrey Transport Committee Affiliation fee | £ 10.00   |
| Clerk Expenses                                  | £ 27.88   |
| HMRC - PAYE & NI                                | £1,831.45 |
| Clerk Salary & Office                           | £1,266.35 |
| Route 22 - Microsoft 365 annual support         | £1,001.81 |
- 10.2 Review of expenditure - The receipts and payments schedule, having been previously circulated, was noted.

Part 1 of the meeting closed at 1909 and the Clerk left the meeting

**MINUTES FROM PREVIOUS MEETINGS CAN BE VIEWED ON THE CATERHAM VALLEY PARISH COUNCIL WEBSITE. [WWW.CATERHAMVALLEYPC.ORG.UK](http://WWW.CATERHAMVALLEYPC.ORG.UK)**