



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON TUESDAY 7TH SEPTEMBER 2021 AT 7PM IN CATERHAM VALLEY
LIBRARY, STAFFORD ROAD, CATERHAM

Attendees: Cllr Jeremy Webster – Chairman
Cllr Sakina Bradbury
Cllr Victor Emmanuel
Cllr Yvonne Gomes
Cllr Alun Jones

Mrs M Gibbins – Parish Clerk & RFO

MINUTES

1. **Apologies for absence received and accepted**
Cllr Annette Evans
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 held on 14th July 2021 to be received and signed.**
The minutes of the meeting held on 14th July were approved as a true record and signed by the Chairman of the meeting.
4. **Public Participation – (including District and County Councillors)** *a period of up to, but no longer than 15 minutes, to hear questions or statements from members of the public. Individuals are allowed to speak for a maximum of 3 minutes. No further participation by members of the public is permitted at any other time during the meeting unless invited by the Chairman of the meeting.*
 - Churches, Charities and Local Authorities (CCLA) presentation – The representative introduced herself and highlighted the benefits of CCLA. Three separate products – short-term, medium-term and long-term.
 - Medium-term fee 0.6%– multi asset fund, cash, equity, bonds, renewable energy, housing – cross risk spectrum – balanced risk. Current deposit is £1m but may be reducing in April/May 2022. Target income is 2.5%.
 - Long-term fee 0.5%– 3 month notice period (min 5 years, min investment is £25k) property fund, all commercial.
 - Short term – public sector deposit fund – security, liquidity and yield – 0.03% after fees. Fee 0.05%. used for diversification. Investment is in UK domiciled banks – in 30 at any one time.

The Chairman thanked the representative for her presentation and confirmed the Parish Council will consider the options and feedback a response following the October Parish Council meeting.

County Cllr Jeffrey Gray provided a report on actions in progress and responses (see addendum 1)

No reports were received from the District Councillors

5. Planning Committee

- i) Planning Committee: Approved the minutes of the Planning Committee meetings held on 14/07/21, 04/08/21 and 25/08/21
- ii) Full Council Received the minutes of the Planning Committee meetings held on 14/07/21, 04/08/21 and 25/08/21
- iii) Neighbourhood Plan Monitoring and Reviewing body. There is a need to wind down the current Steering Group and replace it with an appropriately constituted Monitoring and Reviewing Body. Its remit needs to be carefully considered as does its delegated powers from the Parishes. Once this is clear and agreed by the Hill as lead parish, JW will walk the proposals around the other Parishes, Village Councils to get their agreement to proceed.
- iv) Monitoring and Review budget requirements – nothing to update
- v) Planning responses – It was stressed that councillors need to keep up to date on policies and propose new policies as required. The Clerk confirmed that the relevant Planning Officers are being copied in to the parish council's planning committee responses to ensure they are uploaded to the district planning portal.
- vi) Committee membership – Cllr Webster wishes to join the committee and wishes to have a local resident be co-opted onto the committee. The Council unanimously agreed to the proposal. The Clerk confirmed she will notify the resident.

Action: Clerk

6. CIL Projects

- i) Clareville Road/Godstone Road update – The Clerk confirmed she has submitted purchase order number and is awaiting an invoice. The Clerk will follow up.

Action: Clerk

- ii) Croydon Road Regeneration – There is no update regarding the Levelling up Bid. A second route is via CIL. Capital reserves can be allocated too but no decision yet.

7. Emergency Planning – The Clerk confirmed a meeting is being arranged for the Parish Clerks of the Neighbourhood Area by the Resilience Officer for Caterham on the Hill.

8. Notice boards – Discussion ensued regarding the possible location of a new notice board in the Parish and it was agreed all councillors will consider where would be appropriate and report to the October Council meeting.

Action: All Councillors

In the absence of Cllr Evans the Clerk highlighted her request regarding displaying additional information on the parish council notice boards. The Clerk confirmed materials which had to be displayed and the reason why other material was not permitted. It was agreed that Cllr Evans review the notice boards and photos of what is displayed and report to the October Council meeting.

Action: Cllr Evans

9. **Refurbishment of area around Markfield Road** - Cllr Bradbury expressed her concern regarding the area around Markfield Road and access to Godstone Road from the Caterham By-Pass. It was agreed Cllr Bradbury will draft a report for consideration at the October Council meeting. The report will include, together with graphics, recommendations for hanging baskets, Caterham sign, 'black bells' to prevent parking on the verges. The Clerk will follow up the request for the trees to be cut back with County Cllr Jeffrey Gray.
Action: Cllr Bradbury/Clerk
10. **Rotary Clock** - Cllr Gomes reported on conversations held with Rotary. Following discussion it was agreed 4:1 in favour of reinstating the clock. Cllr Jones voted against the proposal. One Rotary club has committed £1k towards the reinstatement and a further £1k is being requested from a second Rotary club and on this basis the councillors agreed. There was a stipulation that a sign on the clock will need to be erected confirming 'the clock is owned and funded by Caterham Valley Parish Council'. The Clerk will add to the Parish Councils asset register and the insurance policy. Cllr Gomes will convey the decision to the Caterham Rotary Club.
Action: Cllr Gomes/Clerk
11. **Litter Operative** - It was confirmed that a local resident has been appointed as the Litter Operative and they commenced on 1st September. The employee will be managed by the Clerk. All councillors were requested to email the Clerk with details of the roads which should be on the schedule.
Action: All Councillors
12. **PR/Parish Newsletter** - The first draft has been circulated although the Clerk confirmed further material is required. Cllr Gomes will draft a piece about the Rotary Clock.
Action: Cllr Gomes/All Councillors/Clerk
13. **Christmas Market - 27th November 2021** - Clerk reported that scaffolding is being erected on Quadrant House in late October however it has been confirmed this will not interfere with the market. Confirmation is awaited from TDC regarding the road closure application; it was agreed that Cllr Jones will follow this up. All stalls have been identified and reserved, merry go round booked, steel band, snow globe, DJ and shuttle bus. As soon as the road closure is confirmed the marketing can commence. Volunteers will be required on the day and Cllr Bradbury is co-ordinating this area.
Action: Cllr Jones/Cllr Bradbury/Clerk
14. **CCTV** - The Parish Councillors agreed for the trial to run on existing CCTV camera poles, under the CVPC insurance covering the risk to the cameras. The Clerk will

seek clarification of the ongoing running costs and request the consultant run a demonstration once the cameras are erected.

Action: Clerk

15. Finance for review

15.1 Payment of Accounts & Review of Expenditure – the councillors noted the accounts summary which had been previously circulated.

15.2 The payments listed were approved or had been previously approved for payment:

Clerk Expenses	£ 180.26
Clerk Salary & Office	£ 1,270.44
East Surrey Transport Committee annual affiliation fee	£ 10.00
TDC – Election costs	£ 5,373.51
Caterham Baptist Church – agreed donation	£ 100.00
Computer Solutions – printer ink	£ 45.98
Clerk Expenses	£ 55.76
Clerk Salary & Office	£ 1,270.44
Route 22 Limited – Microsoft 365 annual fee	£ 1,001.81
Glasdon UK Ltd – Litter operative barrow	£ 1,054.45
Litter Operative Salary	£ 693.34

15.3 The Council agreed to fund the cost of the Town Crier for the Thank You Event on 22nd September being held to thank the volunteers who helped during the COVID pandemic.

16. Correspondence – circulated to all on receipt

The Chairman expressed concern that reports had not been received from the District Councillors although Cllr Jones can update the Parish Council on any issues.

Dates for information

Council Meetings

13th October 2021 – 7:00pm
10th November 2021 – 7:00pm

12th January 2022 – 7:00pm
9th February 2022 – 7:00pm
9th March 2022 – 7:00pm

13th April 2022 – 7:00pm

Planning Committee meetings

15th September 2021 – 6:00pm
6th October 2021 – 6:00pm
27th October 2021 – 6:00pm
17th November 2021 – 6:00pm
8th December 2021 – 6:00pm
5th January 2022 – 6:00pm
26th January 2022 – 6:00pm
16th February 2022 – 6:00pm
9th March 2022 – 6:00pm
30th March 2022 – 6:00pm
20th April 2022 – 6:00pm

**MINUTES FROM PREVIOUS MEETINGS CAN BE VIEWED ON THE
CATERHAM VALLEY PARISH COUNCIL WEBSITE. WWW.CATERHAMVALLEYPC.ORG.UK**

Addendum 1

Report from County Cllr Jeffrey Gray

Parking Review

The list of requests for new and modified parking restrictions in Caterham Valley and Whyteleafe for the year has been completed. Site visits and other investigations are being carried out through September. A report will be prepared for the November LAC recommending projects to be taken forward. I am invited to comment at this stage. I have made some initial comments to the officer dealing with this. I have sent a copy of the list to Chair and Clerk of CVPC and await feedback from you all. I am standing by to make further representations if necessary.

Caterham Town Centre Regeneration

I have communicated with Surrey County Council to talk up this project and specifically to seek acknowledgement for the contribution that the project will make in works that would otherwise fall to SCC in due course through the Horizon programme. I want SCC buy into it, both in principle and in solid financial terms as and when that proves necessary. I will feed further detail through the Chair and Clerk as and when.

Other Highways Issues

There are quite a few bits and pieces in the pipeline at the moment. I won't go into detail with things that are not completed actions, but please do engage with me over anything that is of concern.

One specific completed (for now) thing: Alun alerted me to the irregular drainage clearance at the Station Ave/Stafford Road/ Church Hill/Caterham Valley Road junction. Some drains were being cleared every six months and some only once a year. This confusion has now been cleared up and all drains are being cleared every six months. I am aware of the very poor state of the road surface here and seeking to escalate its priority in the forward programme.

Member Allocation

In response to a question from a Parish Councillor, I have taken up grit bin reinstatement with SCC. One removed bin will not be replaced (the one outside 355 Stafford Road), except that if I pay £826 out of my allocation, they will install it, fill it and maintain it for four years. Confirm for me whether you want this or whether you have other priorities that you would like to urge on me.

Another possibility, emanating from a comment from a CVPC councillor, is to extend the handrail alongside the path leading down from the "100 steps" into Milner Close. I can ask for a quote for this. Let me know if that priority is supported by the PC.