(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL ANNUAL STATUTORY MEETING HELD ON 15TH MAY AT 6:00PM AT CATERHAM VALLEY LIBRARY, STAFFORD ROAD, CATERHAM CR3

Present: **Cllr Alun Jones - Chairman**
Cllr Jenny Gaffney
Cllr Tony Pearce
Cllr Peter Roberts

Mrs M Gibbins - Parish Clerk & RFO

M I N U T E S

Outgoing Chairman Sakina Bradbury opened the meeting and presented to the Council the nomination and election of Chairman.

1. **Election of Chairman**
   JG nominated AJ as Chairman seconded by RS
   There being no other nominations AJ was elected as Chairman
   Declaration of acceptance of office signed by Chairman

2. **Election of Vice-Chairman**
   JG nominated RS as Vice Chairman seconded by AP
   There being no other nominations RS was elected as Vice Chairman
   Declaration of acceptance of office to be signed on return by Vice-Chairman

3. **Apologies for absence**
   Apologies were received and accepted from Cllrs Annette Evans and Robin Spencer

4. **Declarations of Disclosable Pecuniary Interest:**
   To note any declarations of pecuniary and other interests and to consider any requests for dispensation. There were none declared

5. **Minutes of meeting held on 27th March 2024 to be received and signed as a true record. Approved**
   The minutes of the meeting held on 27th March 2024 were approved and signed by the Chairman of the meeting.

6. **Public Participation –** There was 2 members of the public in attendance.

Signed by Chairman ……. Date: ……

County Cllr Jeffrey Gray reported:

- Congratulations on elections to all new Councillors
- Dispersing of discretionary expenditure for highways – summary will be forwarded. Projects that the Council requires as a priority for the community.
- Community allocations, Your Fund Surrey – supporting
    - Caterham & Whyteleafe Tennis club.
    - Excellent meeting from Croydon gymnastics club to improve the plant.
    - St Johns church hall – need to smarten up fire compliance. As maybe space for open access youth facility. £120k available.
- Open access youth provision – meeting on 16th May, trustees set up including 2 youngsters. Finance, CC J Webster and Jeffrey Gray will use their community allocation. St Johns church hall is a possible venue. Surrey is talking about purchasing a building – possibly Christian centre. It has been agreed the service must be delivered in a really professional way. The Clerk will forward the Minutes to Councillors.
- CC Gray confirmed he is relaxed about membership of ESTC as the representative for the parish council if another member of the PC wishes to be the representative.
- Cllr Jones raised concern regarding the changes to the Highways Horizons programme. CC Gray agreed to follow up.
- Cllr Jones requested information pertaining to the perceived costs for the Open Access Youth Provision – funding sources, budget allocation.

7. Appointment of councillors to committees both internal and external bodies

- **CVPC Planning Committee –** Cllrs Gaffney, Evans, Spencer and Pearce. Mr Neil Farrance to be co-opted. Clerk to follow up with Mr Peter Brent.
- **NP Implementation Group –** Cllrs Gaffney and Evans
- **Staffing Committee –** Cllr Jones, Evans and Pearce
- **The Westway –** Cllr Annette Evans
- **East Surrey Transport Committee –** Cllr Robin Spencer
- **Parish Newsletter Working Group –** } Cllrs Gaffney, Evans and Pearce - Communications Plan and
- **CR3 Magazine/Tandridge Independent -** } report back to next meeting
- **Picnic in the Park Working Group -** defer to 2025
- **Christmas Market and Lights switch on Working Group –** It was agreed to review in line with item 16 i) on the agenda.

8. Review of new NALC Financial Regulations

Following the late receipt of the updated NALC Financial Regulations it was **AGREED** to defer the review and adoption of the regulations to the June Council meeting.

9. Review of Standing Orders

Signed by Chairman ……. Date: ……

It was **AGREED** to defer the review and adoption of the Standing Orders to the June Council meeting.

10. Planning Committee

i) Planning Committee approved the minutes of the Planning Committee meeting held on 27/03/24 and 17/04/24.

ii) Full Council received the minutes of the Planning Committee meeting held on 27/03/24 and 17/04/24.

11. Finance for review

11.1 The Councillors **NOTED** the payments approved and authorised since the meeting on 27th March 2024:

A Parr – yellow and black warning signs for Christmas market	£ 48.50
Surrey Hills Society annual membership fee	£ 30.00
Caterham on the Hill PC – CVPC Contribution to the CCWNPIG (Joint Committee)	£ 3,005.00
Tandridge Voluntary Action – 3rd agreed contribution to the Befriending scheme	£ 850.00
Soper Hall – (£100 refundable deposit + £75 hire fee)	£ 175.00
Mrs Tracey Terry (newsletter delivery arranged by SB)	£ 105.00
Clerk Expenses	£ 58.62
St Catherine's Hospice – funding donation	£ 750.00
Prospero Theatre – funding donation	£ 250.00
KSS Air Ambulance – funding donation	£ 350.00
Clerk salary & Office	£1,572.82
Surrey ALC Ltd – annual subscription	£2,312.21
CJS Plants Ltd – hanging baskets maintenance	£1,440.00
Litter operative salary	£1,042.49
Standard Life – litter operative pension	£ 42.45
Clerk Expenses	£ 109.44
Jeremy Webster – reimbursement for C&DHS prize	£ 25.00
Computer Solutions – printer ink	£ 73.28
Clerk expenses	£ 26.99
Clerk salary & Office	£1,572.62
DM Payroll Ltd – payroll clerk	£ 132.00
ICO – data protection fee	£ 40.00
Standard Life – litter operative pension	£ 42.45
Litter operative salary	£1,042.29

11.2 Funding Donation request of up to £8,190 from St John's Church of England Primary School. Funds for the gardening club was provided. It was **RESOLVED** to fund the compostable tree guards, canes and paving stones for the footpath in the sum of £543.50 donation. The Clerk will advise the school to liaise with County Cllr Jeffrey Gray regarding possible funding that may be available via his allocation from Surrey County Council.

12 <u>2024 Annual Parish Assembly – 22nd May</u>

Venue - Soper Hall
Speaker will be provided from the KSS Air Ambulance.
The Clerk and Councillors will continue to publicise the event.
The Clerk will arrange refreshments and all Councillors will attend for setting up between 6pm and 6:30pm on the evening.

13 Parking Enforcement Review

i) Review of parking enforcement report – Cllr Jones updated councillors regarding the issues of parking in Timberhill Road and the extension of the parking restriction to outside number 10. Cllr Jones has communicated his concerns with TDC Officer Alex Webber.

ii) Updates on progress of works on Croydon Road appear to have stopped. Parking bay suspension on Croydon Road opposite the regeneration works is unnecessary at weekends when the traffic lights are not in operation and this has been communicated to TDC Officer Alex Webber.

14 Projects:

- **St John's School – request for Councillors to assist with painting the fence at St John's school or allocating funds to employ a painter.** It was agreed the painting will be undertaken on the morning of Saturday at 10am.
- **Positioning of new Parish Noticeboard – deferred until after the Croydon Road regeneration is completed.**
- **Town centre roundabout planting – revised quotes requested.** JG will liaise with the SCC revenue Gang to ascertain whether the roundabout can be dug over and planted with wild flower seeds.
- **Wapses Lodge Roundabout improvement. with Surrey.** Vegetation will be cut back by Comms Gang. The walls will be repainted however the decision on colour has not been confirmed..
- **White Knobs play area –** The Clerk will follow up with TDC Officer Ian Hudson.
- **Bore Hole –** The Clerk will follow up with Cllr Jeremy Webster and will seek support from Cllrs Jones and Gaffney if required.
- **Proposal for consideration of forming a Town Council – for review following the May 2024 elections.** The Clerk will request a generic time line from TDC including what is required for progression.

15 Youth Provision

To receive an update on the youth provision review - The update was provided by CC Gray in his report under item 6 in the public session.

16 Project Plan update

i) To review the plan and note the updates and progress.
   - The Clerk will liaise with the Christmas lighting contractor to ascertain the connection required to fix the cross road Christmas

Signed by Chairman ……. Date: ……

lights to Quadrant House. Communication will then be held with Tideway for the fitting to be connected.

- Contact with Clarion regarding the reinstatement of the Christmas lights connection to the Lidl building. This was agreed at the time when the building was demolished.
- Contact with the manager of the BID regarding the tree planting and source of power for illuminating the trees at Christmas.
- Contact SCC regarding the provision of power on the roundabout to power the lights to the Christmas trees proposed.
- Send a holding email to the stall holders explaining the situation in relation to the Christmas market and the proposed location.

ii) To approve the schedule of meeting dates for the period 2024/25 – The Council **AGREED** the schedule of meeting dates for 2024/25. The Clerk will send to the library to secure the bookings.

iii) Internal Auditor – It was **AGREED** to reappoint Peter J Consultants as the Internal Auditor for the 2023/24 year end due to the lack of communication from the previous internal auditor appointed.

17 **Correspondence** – circulated to all on receipt

Draft Dates for 2024/25 for information

22nd May – Annual Parish Meeting	
	29th May – 6:30pm
12th June – 7:00pm	19th June – 6:30pm
10th July – 7:00pm	10th July – 6:30pm
	31st July – 6:30pm
	21st August – 6:30pm
11th September – 7:00pm	11th September – 6:30pm
9th October – 7:00pm	2nd October – 6:30pm
	23rd October – 6:30pm
13th November – 7:00pm	13th November – 6:30pm
	4th December – 6:30pm
8th January 2025 – 7:00pm	8th January – 6:30pm
	29th January – 6:30pm
12th February – 7:00pm	19th February – 6:30pm
12th March – 7:00pm	12th March – 6:30pm
9th April – 7:00pm	2nd April – 6:30pm
	23rd April – 6:30pm

Meeting closed at 19:20

PREVIOUS MINUTES CAN BE VIEWED AT WWW.CATERHAMVALLEYPC.ORG.UK

Signed by Chairman ……. Date: ……