(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING HELD ON WEDNESDAY 12TH JUNE 2024 AT 7:00 PM IN CATERHAM VALLEY LIBRARY

Attendees: Cllr Alun Jones - Chairman
Cllr Annette Evans
Cllr Tony Pearce
Cllr Jenny Gaffney
Cllr Peter Robers – left the meeting at 7:45pm

Mrs M Gibbins – Parish Clerk & RFO

M I NU T E S

1. **Apologies for absence to be received and accepted**
   Apology received from Cllr Robin Spencer

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

3. **Minutes of meeting held on 15th May 2024 to be received and signed as a true record.**
   The minutes of the meeting held on 15th May 2024 were approved and signed by the Chairman of the meeting.

4. **Public Participation –**
   County Cllr Jeffrey Gray reported*:*
   - Tillingdown Hill had fallen off the Horizon schedule but will be reinstated.
   - Routine Community Gangs work will be undertaken on Tillingdown Hill.
   - Routine grass cutting being done although cuttings being left on pavements. Fixed ones need doing.
   - Cllr Gaffney mentioned the unveiling of a plaque in memory of a policeman killed on active duty in 1974. Service at 11am on 6th July. Councillors to advise Cllr Gaffney of their availability to attend.
   - Cllr Pearce highlighted the access from Tupwood Lane onto Caterham bypass requires cutting.
   - Cllr Roberts highlighted the issues with the bus service following the closure of Croydon Road every evening from 8pm and there being no access for buses.

Signed by Chairman ……. Date: ……

5. Policies

5.01 **To review and adopt the 2024 Financial Regulations**
The 2024 Financial Regulations were reviewed, updated and **ADOPTED** by the Council on 12th June 2024.

5.02 **To review and adopt Standing Orders**
The Standing Orders were reviewed, updated and **ADOPTED** by the Council on 12th June 2024.

5.03 **To consider the policies which need to be reviewed, updated and adopted**.
Cllr Pearce and the Clerk will review the policies for submission to future council meetings. The first policies for review are Bullying & Harassment Policy; Lone Working Policy; Health & Safety Policy and the Risk Management Policy.

6. Newsletter Working Group

6.01 **Feedback from Working Group** regarding the parish newsletter and a communications plan.
Cllr Gaffney confirmed they group have not met however there has been an exchange of emails. The view is to publicise in the CR3 magazine and Tandridge Independent. Monthly cutoff for CR3 is 10th of the month. Material will also be publicised on website and Parish Facebook page.

7. Planning Committee

7.01 Planning Committee approved the minutes of the Planning Committee meeting held on 15/05/24 and 29/05/24.

7.02 Full Council received the minutes of the Planning Committee meeting held on 15/05/24 and 29/05/24.

7.03 Consider a response to the Survey to inform Gypsy & Traveller
A response to the question regarding events which encourages an incursion would be the Epsom Derby. The Clerk will complete the questionnaire and submit on behalf of the Council.
https://online.ors.org.uk/questionnaire/2096672?clear_session=true&language=en.

8. Finance for review

8.01 Council **AGREED** the Annual Governance Statements and this was signed by the Clerk and the Chairman.

8.02 Council **AGREED** the AGAR/Accounting Statements and AUTHORISE the Clerk and Chairman to sign the form.

8.03 Council **NOTED** the year-end report from the internal auditor, Peter J Consultants.

8.04 Review of Expenditure since 15th May 2024 meeting was reviewed and noted.

8.05 Council **NOTED** the insurance premium (including IPT and all fees) for the year to May 2025 will be: £1,219.99. noted. The Clerk is following up the premium for Cyber Risk cover.

9. Projects:

Signed by Chairman ……. Date: ……

9.01 **Positioning of new Parish Noticeboard –** deferred until after the Croydon Road regeneration is completed. It was **AGREED** Councillors need to provide suggestions for the new location as a centralised location is required to compensate for the notices boards at St John's School and Marden Lodge School.

9.02 **Town centre roundabout planting –** Cllr Evans reported a meeting had been held with SCC Officer Angelo Lamprou, Paul Simmons from Wealdons and County Councillor Jeffrey Gray on Monday 10th June at the roundabout in Caterham Valley. Suggestions for wildflower meadow planting, with current spikey plants and bushes to remain. A quote is expected for the July Council meeting. The green posts will remain in situ with a request for local school children to make a design for displaying on the posts.
The Clerk will liaise with the BID regarding extending the Croydon Road planting into the triangular planters adjacent to the roundabout.

9.03 **Wapses Lodge Roundabout improvement. –** County Cllr Gray confirmed the cost of painting the roundabout is too high to be funded from revenue and cannot be undertaken in 2024. Cllr Gray will request a full quote for the works to be undertaken. The drainage assessment on the roundabout is still outstanding.

9.04 **White Knobs play area –** Cllr Evans will raise the issue of the extension of the play area at the TDC Community Services meeting. Cllr Jones will also raise the issue with TDC Officer Tarin. The Clerk will follow through with TDC Officer Ian Hudson regarding the play equipment and installation of a container including toilet facilities for the site.

9.05 **Bore Hole –** The Clerk will contact former Councillor Geoff Duck regarding the piezometer and the situation with regards to the monitoring of the water levels of the Bourne River. Cllr Gaffney offered assistance if required.

9.06 **Proposal for consideration of forming a Town Council –** for review following the July 2024 General election. The Clerk will request a timeline from TDC for progressing to a Town Council for presentation to the September Council meeting.

10. Youth Provision (JW)

10.01 To receive an update on the youth provision review
County Cllr Gray reported there has been a series of meetings and one is being held at St John's on 16th June with the Reverend Jamie Summers. The 2 youngsters who are trustees will meet with the YMCA and interview them to ensure they can provide what is required by the Youth Group.
The initial meetings will be held at St John's and the only cost will be for utilities, there will be no charge for the hire of the hall. It is anticipated that there will be one meeting a week with 2 sessions, one for years 7 to 8/9 and the second one for years 9 to 11/12.
There may be the opportunity for equipment to be released from the old Street facilities.
A further update will be provided at the July Council meeting.

11. Project Plan update

Signed by Chairman ……. Date: ……

11.01 To review the plan and note the updates and progress.
The Clerk will email TDC Officer regarding the installation of the Queen's Platinum Jubilee plaque at Timber Hill park where the 7 trees have been planted.
The Clerk will arrange a meeting with Clarion to discuss the erection of Christmas lights attached to the new Lidl building.

12. Correspondence – circulated to all on receipt

Future agenda items
Newsletter/PR
Assign Finance responsibility to one Councillor

Meeting closed at 20:40

Meeting Dates for 2024/25 for information

Council meetings	**Planning meetings**
	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

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

Signed by Chairman ……. Date: ……