



(INCORPORATING VALLEY AND HARESTONE WARDS)

**MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING**  
**HELD ON WEDNESDAY 9<sup>TH</sup> MAY 2018**  
**AT CATERHAM VALLEY LIBRARY, STAFFORD ROAD, CATERHAM**

**Attendees:** Cllr. Cherie Callender  
Cllr. Nicole Morrigan  
Cllr. Peter Roberts  
Cllr. Jenny Gaffney  
Cllr. Yvonne Gomes

District Cllr. Dorinda Cooper  
District Cllr. Beverley Connolly

Mrs M Gibbins - Clerk

**MINUTES**

- 1. Apologies for absence were received and accepted from**  
Cllr Alun Jones, Michael Cooper and County Cllr David Lee.
- 2. Election of Chairman**  
Cllr. C Callender nominated by Cllr P Roberts  
Seconded by Cllr. N Morrigan  
3 in favour. Cllrs. Jenny Gaffney & Yvonne Gomes requested their decision not to vote be recorded.  
**Declaration of acceptance of office signed by the Chairman**
- 3. Election of Vice-Chairman**  
Cllr. P Roberts nominated by Cllr. C Callender  
Seconded by Cllr. N Morrigan  
3 in favour. Cllrs. Jenny Gaffney & Yvonne Gomes requested their decision not to vote be recorded.  
**Declaration of acceptance of office signed by Vice-Chairman**
- 4. 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
- 5. Minutes of meeting held on 14<sup>th</sup> March 2018 and 27<sup>th</sup> February 2018 to be received and signed as a true record**  
The minutes of the meetings held on 14<sup>th</sup> March 2018 and 27<sup>th</sup> February 2018 were approved and signed as a true record by the Chairman. Cllrs. J Gaffney and Y Gomes confirmed they had had insufficient time to re-read the minutes prior to the meeting.

## **6. Nomination and appointment of Councillors to Committees and outside bodies:**

**Planning** - Cllr P Roberts, Cllr C Callender, Cllr. N Morrigan, Cllr. J Gaffney, Cllr. Y Gomes and Cllr. A Jones

**Staffing** - Cllr. N Morrigan, Cllr. P Roberts and Cllr. C Callender

**Steering group** - Cllr. J Gaffney and Cllr. C Callender

**Master plan** - Cllr. J Gaffney, Cllr.C Callender and Cllr. N Morrigan

**Caterham Town Centre Working Group** - Cllr. C Callender, Cllr. P Roberts, Cllr. J Gaffney, Cllr. N Morrigan, Cllr. Y Gomes and Cllr. A Jones

**7. Public Participation** - There was one member of the public in attendance who was observing the meeting.

## **8. Reports Part 1**

**8.1 County Councillor's Report** - There was no report from the County Councillor.

**8.2 District Councillor's Report - District Cllr. Mrs Dorinda Cooper** - reported that the proposal to implement a Public Space Protection Order is more difficult than anticipated. The way forward is to education dog owners and to erect signage. The homeless man outside the subway shop has been put in temporary housing and is being assessed.

The car parking issues at the Mercedes garage have increased and residents are being encouraged to speak to the manager.

**District Cllr. Beverley Connolly** - reported she was delighted to have been re-elected and also congratulated the Liberal Democrats on having secured more votes. The Heronswood planning application is still being considered. There is a Masterplan meeting at the end of May and comments and opinions are being sought and considered however the development must be financially viable.

Cllr. Connolly expressed her concern at the extra hours being paid to the Clerk and demanded to see evidence to ensure her residents council tax which funds the precept is being adequately controlled. The Chairman and Vice-Chairman informed Cllr. Connolly that the Clerk's hours and salary are not within her remit nor is the way the Parish Council operates. Cllr. Connolly stated she would write to get the information she required.

## **9. Planning Committee**

- i) Planning Committee: Council approved the minutes of the Planning Committee meetings held on 14/03/18; 04/04/18 and 25/04/18.
- ii) Full Council received the minutes of the Planning Committee meetings held on 14/03/18; 04/04/18 and 25/04/18.

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

**10.1 Part 1 for actions** - In view of the comments raised by Cllrs. J Gaffney and Y Gomes regarding lack of time to read documents it was suggested and agreed that items 10.1.1, 10.1.2 and 10.1.3 will be deferred to the July Parish Council meeting.

10.1.1 Financial Risk Regulations - defer to July 2018

10.1.2 Data Protection policy - defer to July 2018

10.1.3 Standing Orders - defer to July 2018

10.1.4. Annual parish meeting is being held on Monday 21<sup>st</sup> May commencing

with refreshments at 7pm and meeting at 7.30pm. Clerk to get refreshments. **Action: Clerk**

10.1.5 Website update – the recommended updates have, or continue, to be implemented. Further comments to be submitted to the Clerk. All Councillors were requested to provide photos of areas around Caterham.

**Action: All**

10.1.6 Roundabout update – Cllr. Murrigan confirmed she had had communication with SCC and a site visit will be undertaken when the SCC member returns from holiday. It was agreed that a letter of complaint needs to be submitted to SCC due to unreasonable time delays and lack of action.

10.1.7 Data Protection Officer/Plans/Microsoft 365 Sharepoint. –The Councillors agreed to appoint the Data Protection Trainer as the DPO at a fee of £150 pa. **Action: Clerk to progress**

10.1.8 CIL Projects – The Clerk reported that the Parish Council currently has £32,388.26 of CIL income.

10.1.9 Rotary Clock – The Parish Councillors are opposed to providing more funding to repair the Rotary Clock and suggest that Rotary may wish to fund raise to maintain the clock.

**Action: Clerk to liaise with Rotary.**

10.1.10 Parish events – Picnic in the park; The Clerk reported that all is in hand and progressing well for the Picnic in the Park. Tables are to be sourced from the URC.

Christmas Market- 20 stalls currently booked. Road closure booked and street collection licence applied for. One merry go round and one snow globe this year.

10.1.11 Planters and volunteers – The Clerk reported that local residents have volunteered to maintain the planters and tubs in the valley. The Councillors were all in agreement providing there is no liability on the Parish Council.

**Action: Clerk to speak with Insurers**

10.1.12 Street Cleaning – Cllr Murrigan spoke with the officer at TDC and is waiting for feedback. It was agreed a litter picking day should be arranged.

**Action: Clerk**

10.1.13 East Surrey Dial a Ride requested £1000 funding. The Council resolved to provide this donation.

10.1.14 Safe drive Stay Alive £500 now and annually – The Council resolved to provide this donation and requested that a submission is made annually.

10.1.15 Tandridge Family Team - £660 requested. The Council resolved to provide this donation

10.1.16 Prospero Theatre Community Interest Company requested £650. The Council resolved to provide the donation.

10.1.17 St Catherine's Hospice - £750 requested. The Council resolved to provide this donation.

It was agreed that all funding donations will be presented at the Annual Parish Meeting.

**Action: Clerk to invite all to the Annual meeting.**

Part 2 for information

### **Council Meetings**

11<sup>th</sup> July 2018

12<sup>th</sup> September 2018

14<sup>th</sup> November 2018

9<sup>th</sup> January 2019

### **Planning Committee meetings**

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

12<sup>th</sup> December 2018

9<sup>th</sup> January 2019

### **7.2 Chairman's Report**

The Chairman attended the following meetings and events:

15<sup>th</sup> March - Rope Makers Meeting; 19<sup>th</sup> March and 18<sup>th</sup> April - Steering Group;

28<sup>th</sup> March - Parish Assembly at TDC; 4<sup>th</sup> and 24<sup>th</sup> April - CVPC Planning

Committee meetings; 8<sup>th</sup> April - Attended David Gold Open Day;

11<sup>th</sup> April - Annual Parish Council Meeting on the Hill; 14<sup>th</sup> April - Horticultural

Show presenting cheque; 20<sup>th</sup> April - Tandridge Council Local Committee for

highways; 8<sup>th</sup> May - Update meeting with the Clerk.

### **7.3 Parish Councillors' Reports**

**Parish Cllr. Roberts** - has been litter picking in Croydon Road; monitoring residents parking long-term outside shops; reported fly-tipping; attended the Rope Makers Meeting on 15<sup>th</sup> March.

**Parish Cllr. Gaffney** - 19<sup>th</sup> March, 18<sup>th</sup> April and 1<sup>st</sup> May - Neighbourhood Plan Steering Committee meetings; 28<sup>th</sup> March - Parish Assembly meeting at TDC; 11<sup>th</sup> April - Data Protection Training.

Cllr Gaffney has contacted two Board members of the BID regarding the rubbish being left on the streets in the evenings and over the weekend.

A resident reported an issue with a grit bin in Farningham Road which has been resolved following a letter being sent by the Clerk.

**Parish Cllr. Gomes** - attended the Data Protection training on 11<sup>th</sup> April

**Parish Cllr. Morrigan** - attended the Rope Makers meeting on 15<sup>th</sup> March; has communicated with SCC regarding the roundabout; been in communication with the Officer at TDC regarding street cleaning and has undertaken litter picking in the valley.

## **8. Finance**

### **8.1 Payment of Accounts were agreed**

Cheque Number	Amount £	Payee
1330	910.36	Came & Company - Insurance
1331	60.00	NALC - Local Council Award Fee
1332	25.00	Caterham/District Horticultural Prize

1333	73.00	DM Payroll Services Ltd
1334	2090.48	Surrey ALC Ltd
1335	20.00	TVA Subscription
1336	1137.54	Clerk Salary, Office & Expenses

8.2 Review of Expenditure

The Clerk is revising the way the accounts are presented and will circulate following the annual audit

9. **Correspondence** – circulated to all on receipt.

**Meeting over at 2040**

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