



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL MEETING
HELD ON WEDNESDAY 11TH MARCH 2020
AT CATERHAM VALLEY LIBRARY

Attendees: Cllr Cherie Callender – Chair
Cllr Ines Salman
Cllr Nicole Morrigan
Cllr Peter Roberts
Cllr Jenny Gaffney
Cllr Alun Jones

Mrs M Gibbins – Parish Clerk

MINUTES

1. **Apologies for absence to be received and accepted** - There was none received
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 8th January 2020 to be received and signed as true record.** The minutes of the meeting held on 8th January 2020 were accepted and signed as a true record and signed by the Chairman of the meeting.
4. **Public Participation** - There was one member of the public in attendance to request funding towards drilling a bore hole in Caterham Valley to ascertain the ground water levels in view of the planning application for Church walk.
Action: Clerk and resident to liaise.
5. **Planning Committee**
 - i) Planning Committee: approved the minutes of the Planning Committee meetings held on 08/01/20, 29/01/20 and 19/02/20.
 - ii) Full Council received the minutes of the Planning Committee meetings held on 08/01/20, 29/01/20 and 19/02/20.
6. **Items for decisions and resolutions**
 - 6.1 Section 1 for action
 - 6.1.1 SharePoint report and IT Course/ SharePoint update – It was agreed the Clerk will obtain advice and training as require from the PC’s IT support. A

training manual for accessing Sharepoint will also be requested for the aid of Councillors.

Action: Clerk

6.1.2 Annual Parish Meeting - 29th April commencing at 7pm for 7:30pm in Caterham Valley Library. **Post meeting this has been postponed due to coronavirus.**

6.1.3 May Council meeting - due to the elections this will now be held on Wednesday 27th May - Full Council 6:30 followed by Planning Committee 7:30. **Post meeting the elections have been postponed to May 2021 and hence the date of Wednesday 13th May can be reinstated**

6.1.4 Public meeting with police in attendance - 12th March 2020 - It was agreed Cllr Nicole Morrigan will chair the meeting as she is not standing for re-election in the forthcoming elections.

6.1.5 Surrey Climate Action Day - 9th July 2020 - the Clerk will resend the invitation.

Action: Clerk

6.1.6 Christmas lights - It was resolved to remain with Aylesford Electrical for 2020 and 2021 with a request for additional lighting in the trees at no additional cost.

Action: Clerk

6.1.7 Christmas Market - The Clerk confirmed the date for the market and lights switch on to be Saturday 28th November. The stalls have been booked and Cllr Roberts will liaise with TFL regarding the termination site of the buses.

Action: Cllr Roberts/Clerk

6.1.8 Picnic in the Park - The Clerk confirmed the date for the Picnic as Sunday 21/06/2020. A children's character from Chessington will be requested, tug of war, Fluffy Fun, craft table and ice cream van will be booked. **Post meeting the Caterham Festival, of which the Picnic in the Park is part of, was postponed and this means the Picnic will not go ahead.**

6.1.9 Memorial bench at Caterham valley Station - A resident had requested that a memorial plaque be put on the Caterham Valley Parish Council bench in memory of a local homeless man who had died. The Councillors agreed however will not fund the plaque but must agree the wording.

Action: Clerk

6.1.10 Street Cleaning - The Council resolved to employ an individual for 5 half-days a week. Cllr Morrigan will draft a job description detailing pay, pension and holidays; Cllr Morrigan will also draft a staff handbook. The Clerk will liaise with Jim Lewthwaite at TDC for provision of H & S training, equipment and uniform.

Action: Cllr Morrigan/Clerk

6.1.11 Grass cutting/Verges - the licence for wild flower sowing has been applied for. It was agreed Caterham Valley Parish Council will work in conjunction with Caterham on the Hill PC regarding the grass cutting.

Action: Clerk

6.1.11 Roundabout – Planting and Landscaping. The landscaping design presented was not approved. Cllrs Salman and Jones will provide photos of their preferred designs.

Action: Cllrs Salman/Jones/Clerk

6.1.12 Neighbourhood Plan – The Public Examination of the Caterham, Chaldon and Whyteleafe Neighbourhood Plan (CCWNP) took place in Soper Hall on Tuesday 11th March 2020. The Examiner had listed four topics to clarify – the Strategic Environmental Assessment (SEA), the listed Housing figures, whether a number of the Green Spaces listed in the Plan should be classified as such, and finally the legal status of the CCWNP.

The Examiner had invited various parties who had expressed concerns about the topics on the agenda. Members of the public also attended. The CCWNP team responded to the concerns raised by those invited and further discussions are to take place to respond to queries raised. The Examiner is expected to provide his report to the CCWNP Steering Group in the next few weeks. The CCWNP is expected to go to public referendum later this year. If passed at referendum, it becomes a statutory planning document. The Plan is now classified as an Emerging Neighbourhood Plan and the policies can be referred to when the Parish Council is reviewing planning applications.

7. Finance

7.1 Payment of Accounts – the schedule of payments, which had been previously circulated was approved for payment.

7.2 Review of Expenditure – the councillors reviewed the expenditure which had been previously circulated.

8. Correspondence – circulated when received

Meeting closed at 2025 and the public left

Dates for information

Council Meetings

? 13th May 2020

? 27th May 2020 – 6:30pm

8th July 2020

9th September 2020

Planning Committee meetings

1st April 2020

22nd April 2020

? 13th May 2020

? 27th May 2020

3rd June 2020

24th June 2020

15th July 2020

5th August 2020

26th August 2020

16th September 2020

7th October 2020

28th October 2020

11th November 2020

18th November 2020

9th December 2020

6th January 2021

13th January 2021

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

Email: clerk@caterhamvalleypc.org.uk Tel: 07510 226989