



(INCORPORATING VALLEY AND HARESTONE WARDS)

MINUTES OF THE CATERHAM VALLEY PARISH COUNCIL STATUTORY MEETING
HELD VIA THE ON-LINE TEAMS REMOTE SET-UP ON WEDNESDAY 13TH MAY 2020

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

Mrs M Gibbins – Parish Clerk

Prior to the commencement of the meeting a minute's silence was held for local paramedic and other victims and families of the Coronavirus.

MINUTES

Prior to the election of Chair and Vice Chair Cllr Gaffney requested that the votes be recorded by name. This was agreed by all.

1. Election of Chairman

Cllr Alun Jones nominated by Cllr Jenny Gaffney

Seconded by Cllr Ines Salman

Voting in favour of Cllr Jones were Cllrs Gaffney, Jones and Salman

Voting against Cllr Jones were Cllrs Callender, Morrigan and Roberts

Cllr Peter Roberts nominated by Cllr Cherie Callender

Seconded by Cllr Nicole Morrigan

Voting in favour of Cllr Roberts were Cllrs Callender, Morrigan and Roberts

Voting against Cllr Roberts were Cllrs Gaffney, Jones and Salman

The outgoing Chair Cllr Callender used her casting vote in favour of Cllr Roberts and Cllr Roberts was elected as Chair

Declaration of acceptance of office to be signed by the Cllr Peter Roberts

2. Election of Vice-Chairman

Cllr Nicole Morrigan nominated by Cllr Peter Roberts

Seconded by Cllr Cherie Callender

Voting in favour of Cllr Morrigan were Cllrs Callender, Jones, Roberts and Salman

Cllrs Gaffney and Morrigan abstained from voting

Cllr Nicole Morrigan was elected as Vice Chair

Declaration of acceptance of office to be signed by Cllr Nicole Morrigan

3. Apologies for absence

There was none

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. 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

5. **Minutes of meeting held on 11th March 2020 to be received and signed as a true record**

The minutes were approved as a true record and will be signed by the Chairman in due course.

6. **Public Participation:** There was no member of the public present.

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

- **CVPC Planning Committee:** Cllrs Ines Salman, Peter Roberts, Cherie Callender, Nicole Morrigan, Jenny Gaffney and Alun Jones
- **NP Steering Group:** Cllr Jenny Gaffney, Cllr Cherie Callender
- **Staffing Committee:** Cllrs Peter Roberts, Nicole Morrigan, Cherie Callender, Ines Salman and Jenny Gaffney
- **Master Plan:** Cllr Jenny Gaffney
- **Caterham Town Centre Working Group:** Cllrs Peter Roberts, Cherie Callender, Ines Salman and Jenny Gaffney
- **East Surrey Transport Committee:** Cllr Peter Roberts

8. **Planning Committee**

- i) Planning Committee approved the minutes of the Planning Committee meetings held on 11/03/20, 01/04/20 and 22/04/20.
- ii) Full Council received the minutes of the Planning Committee meetings held on 11/03/20, 01/04/20 and 22/04/20.

9. **Items for decisions and resolutions**

- 9.1 **Litter collection update and plan** – Cllr Morrigan requested all councillors to feed-back views and comments on the draft contract and handbook pertaining to the appointment of a Refuse Operative.

Action: All

The Clerk confirmed an advert would be drafted for approval by councillors prior to publishing.

Action: Clerk

- 9.2 **Picnic in the park** – the Clerk confirmed that, due to the Coronavirus pandemic, this event will not be running in 2020.

- 9.3 **Charity donations** – Discussion ensued regarding the guidelines around

funding donations. The Clerk will forward the current application form to councillors for comment and suggestions.

Action: Clerk

9.4 Increasing number of councillors – The Clerk confirmed that she is liaising with TDC and awaiting confirmation of whether a Corporate Governance Review is to be undertaken. The Clerk will keep the Councillors informed of progress.

9.5 Christmas market – The Clerk reported that many areas are cancelling events for switching on the Christmas lights due to the Coronavirus situation. Cllr Salman confirmed that she wishes to be on the committee to bring in change; investigate sponsorship opportunities and more volunteers. Cllr Salman will provide a list of suggestions for improving the market.

Action: Cllr Salman

All plans are in place for the event to go ahead if mass gatherings are permitted. It was resolved to postpone a decision until the July Council meeting. The Clerk will liaise with company providing the stall structures.

Action: Clerk

10. Finance

10.1 The Councillors authorised the listed invoices for payment

The Westway – donation approved by email £ 1,000.00
(paid on 23/4/2020)

Alzheimer Café Tandridge (chq 1512 destroyed) £ 1,000.00

Viking Payments – stationery (chq 1523 destroyed) £ 50.43

Caterham Computing – annual domain hosting fee £ 50.00

Mrs Gibbins – Clerk Salary & Office £ 1,266.35

Route 22 – email support £ 27.36

South East Cancer Help Centre – donation £ 1,000.00

Mrs Gibbins – Clerk Expenses £ 36.94

Computer Solution (UK) Ltd – printer ink £ 44.16

CTM Enterprises – website annual support £ 360.00

ICO – data protection renewal fee £ 40.00

TVA – annual membership fee £ 20.00

Peter Frost – Internal auditor £ 162.50

10.2 To ratify grant to The Westway – The Parish Councillors, who had agreed via email to provide the grant from TDC to The Westway, ratified their resolution.

10.3 To review internal audit report – The internal audit report, which had been previously circulated was noted and the Clerk was commended on receiving a clean internal audit report.

10.4 Internet banking protocol – The on-line banking protocol was noted and had been circulated for information and to remind councillors of the policy.

10.5 CIL update – The Clerk reported that the next tranche of CIL income has been received in the Parish bank account.

10.6 Review of expenditure – the receipts and payments schedule and bank reconciliation, which had been previously circulated, was noted.