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**Minutes of an extraordinary meeting of Caterham on the Hill Parish Council held at  
7.30pm on Wednesday 14<sup>th</sup> June 2023  
at the Westway Centre, Caterham on the Hill**

**Present:** Cllr V Robinson (Chairperson), Cllr C Botten, Cllr G Duck, Cllr M Grasso, Cllr G Dennis (virtually)

**In attendance:** Mrs H Broughton (Clerk) and County Cllr J Webster

23/19	<b>Apologies for absence</b> Apologies for absence were received from Cllr Bilton.
23/20	<b>Declarations of interest and dispensation requests</b> There were no declarations of interest arising from the agenda.
23/21	<b>Public forum</b> County Cllr Webster reported as follows: <ul style="list-style-type: none"><li>• He had visited the area accompanied by the Highways Maintenance Officer and examined various issues, including the synchronisation of traffic lights near the junction of Whyteleafe Road and the High Street, the condition of the footpath from the library to Avenue Road requiring repairs, litter removal and hedge cutting. Overgrown hedges in various locations that would be cut back.</li><li>• Road sweeping is needed at the junction of Clifton Close and Coulsdon Road, as well as along Chaldon Road up to the Coulsdon roundabout. It was requested that solutions to this be considered at a future parish council meeting.</li><li>• A meeting was held regarding the Surrey Flooding Scheme, which had a good turnout of residents. The flooding authority is gathering information and addressing the concerns raised.</li><li>• The role of volunteer litter pickers and their health and safety was discussed. The Litter Angels was a District Council scheme that the Parish Council promoted. If community litter picks were arranged by the parish council a risk assessment would be completed.</li></ul>
23/22	<b>Minutes of the last meeting</b> It was agreed that the minutes of the meetings held on 10 <sup>th</sup> May and 5 <sup>th</sup> June 2023 be signed by the Chair as correct records.
23/23	<b>Waiver of 6-month Councillor attendance rule</b> It was proposed, seconded and unanimously agreed to approve the non-attendance of Cllr Dennis at meetings due to personal reasons for an eleven-month period up to 8 <sup>th</sup> May 2024 pursuant to Section 85 (1) of the Local Government Act 1972. It was noted that Cllr Dennis will attend remotely and hoped to be able to attend in person at some point.
23/24	<b>Neighbourhood Plan Joint Committee</b> It was agreed to appoint Cllr Bilton as a member of the Neighbourhood Plan Joint Committee.
23/25	<b>Payments and Accounts</b> <ul style="list-style-type: none"><li>i) The internal auditors report for 2022/23 was noted. No issues had been raised.</li><li>ii) The assertions on the Annual Governance Statement (AGAR section 1) were agreed as</li></ul>

'yes' in all cases and it was proposed, seconded and resolved that the Annual Governance Statement be approved and signed by the Chairperson.

- iii) It was proposed, seconded and resolved that the Accounting Statement be approved and signed by the Chairperson.
- iv) It was noted that the date for the period for the exercise of public rights is from Monday 19<sup>th</sup> June to Friday 28<sup>th</sup> July 2023.
- v) The schedule of payments was approved as follows. It was noted that invoices had been circulated to councillors in advance of the meeting.

Supplier	Description	Total Net
<b>For approval</b>		
Glasdon	2 x bins	1053.56
CJS Plants	Hanging baskets and barrier planters	3645.00
Priyas	Library newspapers 31/7 to 20/05	133.90
Peter J Consultants	Internal Audit fee	98.80
SLCC	Yr 2 payment Community Governance	2835.00
Ivyleaf Garden Care	Hillcroft Corner Maintenance	125.00
Caterham Barracks CT	Ukrainian Grant - donation meals at Arc 20.4.23	318.00
Caterham Barracks CT	Ukrainian Grant - donation meals at Arc May 23	700.00
New Ink	Printing	25.00
<b>Regular payments (pre-approved)</b>		
Gradwell	Telephone transfer fee – May	7.02
Adobe Creative	Monthly fee for software	16.64
Lloyds Bank	Service fee	7.00
Mailchimp	Email service June	12.51
H3G	Telephone / Mobile monthly charge	21.95
Total staff costs	3 members of staff salaries, pensions, Tax and NI	3369.12
Wix	Website payment	66.62
Wix	Website payment	86.40
<b>Paid between meetings</b>		
Craft Stationers	Printing etc for Carnival – invoice to follow	39.14
Caterham Pumas	Grant – approved May 23	500.00
Knights Garden Centre	Carnival equipment	12.03
Craft Stationers	Stationery – invoice to follow	6.34
Zurich Insurance	Annual Insurance Premium	1120.95
Amazon	Litter Bags	16.66
Amazon	Laser printer	341.67

23/26

**Meeting schedule**

The revised 2023/24 meeting schedule was approved and the Clerk would circulate.

23/27

**Community Orchard**

Cllr Dennis outlined a proposal for a Community Orchard on the Westway Common and a paper had been circulated. It was suggested that community engagement take place, particularly with schools being involved, possibly sponsoring a tree. Cllr Botten agreed to contact Hillcroft and Clifton Hill schools.

Expenditure of £15,000 from the Community Infrastructure Levy was unanimously approved.

23/28

**Queens Park Grass Cutting**

There was some discussion following issues raised by residents regarding the grass cutting schedule and general maintenance of Queens Park. The role of the Friends of Queens Park was also discussed, and it was agreed that co-ordination was needed by all parties.

It was agreed that Cllr Botten continue discussions with the District Council regarding the Parish Council taking on management of Queens Park.

The meeting closed at 8.17pm