

Helen Broughton Clerk to the Council
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Members are summoned to a meeting of Caterham on the Hill Parish Council being held at 7.30pm on Wednesday 10th January 2024 at the Westway Centre, Caterham on the Hill

Signed *Helen Broughton*

Clerk to the Council

4th January 2024

*Members of the public are invited to attend either in person or remotely.
The Zoom link is given below.*

*For the passcode which is required for virtual access
please email clerk@caterhamhillparishcouncil.co.uk by 4pm on the day of the meeting.*

[ZOOM LINK](#)

AGENDA

23/64	Apologies for absence To receive apologies for absence.
23/65	Declarations of interest and dispensation requests To receive declarations of interest arising from the agenda.
23/66	Public forum 15 minutes for the public to ask questions or raise issues.
23/67	Minutes of previous meetings To agree that the following minutes be signed by the Chair as a true record: i. Council meeting held on 8 th November 2023 (draft minutes) ii. Extraordinary Council meeting held on 17 th November 2023 (draft minutes)
23/68	Reports To receive a report from the County Councillor.
23/69	Action List To note the action list (for information only)
23/70	Finance and General Purposes i) To approve the schedule of payments (<i>to follow</i>) ii) To agree that the Chair sign the November and December 2023 bank statements and reconciliations as correct (<i>confidential documents available on Sharepoint</i>) iii) To agree the transfer of £50,000 from the Parish Council Lloyds bank account to the Parish Council Unity bank account.

	<ul style="list-style-type: none"> iv) To agree to open a Lloyds bank savings account until such time as a co-operative savings account is set up. (Paper) v) To agree the 2024/25 budget and precept demand (draft budget)
23/71	<p>Grants</p> <p>To receive an update and further consider a grant application from the Westway Centre. (Application)</p>
23/72	<p>Projects and Environment</p> <ul style="list-style-type: none"> i) To review 2023 Christmas arrangements. ii) To receive an update from Cllr Dennis on the community orchard on the Westway. Common and consider arrangements for watering of these trees. iii) To consider the purchase of 500 coloured bin bags and stickers for use by volunteers at a cost of £180.00. iv) To consider purchasing public access bleed control cabinets at a cost of £300 each. https://www.defibstore.co.uk/defib-store-4000-bleed-control-cabinet-unlocked-red.html v) To approve the purchase of tree plaques at a cost of £340.70 ex vat (<i>confidential quotation available on Sharepoint</i>) vi) To approve the Clerk signing a contract with Surrey County Council on behalf of the Parish Council for the new bus shelter on Westway (<i>confidential contract available on Sharepoint</i>) vii) To consider arrangements for hanging baskets and planters for summer 2024.
23/73	<p>Governance and Administration</p> <ul style="list-style-type: none"> i) To consider revising the timings of Planning Committee meetings. ii) To consider either purchasing professional remote meeting equipment at a cost of up to £1,800; holding meetings in person only; or continuing with the current arrangements.
23/74	To note the date of the next Council meeting as 13 th March 2024