

Helen Broughton Clerk to the Council
65 Court Road
Caterham Surrey CR3 5RH

Tel: 01883 708310

Email: clerk@caterhamhillparishcouncil.co.uk

Website: www.caterhamhillparishcouncil.co.uk



**Minutes of a meeting of Caterham on the Hill Parish Council
held at 7.30pm on Wednesday 9th November 2022
at the Westway Community Centre, 25 Chaldon Road, Caterham**

Present: Cllr V Robinson (Chairperson), Cllr H Bilton, Cllr C Botten, Cllr G Duck, Cllr M Grasso, Cllr R Stead.

In attendance: Cllr G Dennis (attended virtually), County Cllr Webster, Mrs H Broughton (Clerk) and 3 members of the public.

C 22/37	Apologies for absence Apologies for absence were received from Cllrs Bilton, Dennis, Mansfield and Payne. These were accepted by the Council.
C 22/38	Declarations of interest Cllr Duck and Cllr Stead declared an interest in agenda item 22/44ii, the nature of their interest being that they were Trustees of the Caterham Community Association (CCA).
C 22/39	Public forum A Trustee of the CCA, gave the history of the Association, details of its current work and issues being faced. This was to further inform their grant application. It was suggested that a permanent memorial for the Queen such as a ring of stones be installed around the Beacon. <i>This would be included on a future agenda.</i>
C 22/40	Previous minutes It was agreed that the minutes of the Council Meeting held on 28th September 2022 be signed by the Chairperson as a true record.
C 22/41	County Councillor report The County Councillor informed the Parish Council that he has an allowance of £100,000 for minor works to the Highways for 2022/23. He was looking to engage with the parish council as to where this should be spent and asked for views on focussing on pavement improvements. A potential build out on Buxton Lane has been put forward to make crossing the road safer. Cllr Botten said that there were issues with HGVs parking on pavements and that bollards at 5m intervals from the Royal Oak to the chemists on both sides of the road would prevent this. Councillors endorsed the emphasis on pavements. Cllr Stead reported complaints regarding the corner of Church Lane and Waller Lane which was narrow and dangerous. Cllr Webster would look into

	<p>this.</p> <p>A presentation from Cllr Webster had been circulated following visit to Spelthorne to see how their litter picking scheme, which had 900 volunteers, worked.</p> <p>A resident introduced herself and said that she picks up litter every and has noticed an improvement where there are new fox proof bins provided by the parish council.</p> <p>Cllr Webster recommended a more co-ordinated approach and requested a meeting with Caterham Valley, Caterham Hill and Whyteleafe Parish Councils. It was agreed that the Clerk would liaise with the Clerk from Caterham Valley and Whyteleafe to arrange a meeting.</p>															
C22/42	<p>Action List / Clerks Report</p> <p>The Action list was noted.</p>															
C 22/43	<p>Committees</p> <ul style="list-style-type: none"> i. It was agreed to dissolve the projects and environment committees and create a joint projects and environment committee. ii. It was agreed to appoint all councillors to all committees, other than Cllr Botten to the planning committee due to a conflict with his role on the District Council. 															
C 22/44	<p>Finance and General Purposes</p> <ul style="list-style-type: none"> i. Cllr Botten had circulated a draft policy for the awarding of Community Infrastructure Levy (CIL) bids. The Council agreed with the contents of this draft and requested that a right of audit and that capital funding be paid in tranches be included. It was agreed that Cllr Botten write up a formal document for approval at the next meeting. ii. A grant request had been received from the Caterham Community Association. It was agreed to wait for the CIL policy to be agreed before considering the grant further. iii. It was agreed to approve the schedule of payments as follows: <table border="1" data-bbox="446 1302 1485 1474"> <tr> <td>H Broughton</td> <td>Refund banner licence Church Walk</td> <td>20.00</td> </tr> <tr> <td>FTH Hire</td> <td>Barrier hire</td> <td>462.14</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External audit fee</td> <td>480.00</td> </tr> <tr> <td>The Arc</td> <td>Ukrainian meals - grant</td> <td>321.00</td> </tr> <tr> <td>The Westway Centre</td> <td>2nd instalment grant for warm hub – CIL</td> <td>5,000.00</td> </tr> </table> iv. The net position as at 30 09 2022 against budget was noted. v. It was agreed to increase the Christmas Event budget to £2,000. vi. A draft 2023/24 budget (circulated to councillors) had been circulated and this was approved. vii. The Finance Committee had recommended a 0% increase in the precept, and this would be considered at the January meeting when the tax base was known. viii. Following a request from the Westway Centre to nominate a representative to attend their quarterly Full Trustee Board meetings it was agreed to decline this invitation but review this in a years' time. 	H Broughton	Refund banner licence Church Walk	20.00	FTH Hire	Barrier hire	462.14	PKF Littlejohn	External audit fee	480.00	The Arc	Ukrainian meals - grant	321.00	The Westway Centre	2 nd instalment grant for warm hub – CIL	5,000.00
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C 22/45	<p>Projects</p> <ul style="list-style-type: none"> i. It was agreed to appoint Ultralite as contractors for 2022/23 lamppost motifs and Cedar Tree lights. 															

	<ul style="list-style-type: none"> ii. It was agreed that the Westway Centre be the beneficiary of the Christmas Switch-on collections. iii. It was agreed delegate authority to the Clerk to approve expenditure on the Switch on if within budget. This to be reported to the next meeting. iv. The Christmas Event Risk Assessments were approved v. The Working Group gave an update on arrangements for 2022 Switch on events. The Memory Tree and Cedar Tree events were being held on Sunday 27th November. vi. It was agreed to purchase two new grit bins at a cost of up to £400 each for Essendene Close and Banstead Road. vii. It was agreed to delegate to the Clerk arrangements for drainage clearance, within budget. viii. A pond on the Westway Common had been suggested by Cllr Grasso and it was agreed to consider this a the next projects and environment committee.
C22/46	Date of the next Council meeting: 11 th January 2023

The meeting closed at 9pm