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

Present: Cllr Mansfield (Chairperson), Cllr Bilton, Cllr Botten, Cllr Robinson, Cllr Stead, Cllr Grasso.

In attendance: Mrs H Broughton (Clerk)

C 21/52	Apologies for absence Apologies for absence were received from Cllr Dennis and accepted by the Council.
C 21/53	Declarations of interest and dispensation requests Cllr Stead declared a non-pecuniary interest as a member of the Tandridge Citizens Advice Bureau. The Clerk would send him a new declaration of interest form.
C 21/54	Public forum There were no members of the public present
C 21/55	Previous minutes It was agreed that the minutes of the January Council meeting be signed by the Chairperson as a true record. The following committee minutes were noted: i. Projects meeting (draft minutes) ii. Finance and General Purposes (draft minutes) iii. Planning (draft minutes) iv. Environment Committee (draft minutes) v. Caterham, Chaldon and Whyteleafe Neighbourhood Plan Implementation Group (draft minutes)
C 21/56	County Councillors report There was no report.
C 21/57	Finance and General Purposes i. It was resolved to approve the Asset Register (Asset Register) ii. It was noted that a risk highlighted was the use of personal emails by councillors. It was resolved to approve the annual assessment of

	<p>administrative and financial risk (RA).</p> <ul style="list-style-type: none"> iii. It was resolved to approve the opening of a Parish Council current account with Unity Trust Bank. iv. It was resolved that Cllrs Botten, Stead, Mansfield and Robinson be appointed signatories and the Clerk administrator on the Unity Trust bank account. v. It was resolved to purchase equipment to enable hybrid meetings at a cost of up to £600. vi. It was resolved to approve the 2022/23 meeting schedule (draft schedule) subject to full council meetings being held at the Westway Centre. vii. It was resolved to approve the Annual Parish Meeting being held on 11th May at 7.30pm with a presentation on the Neighbourhood Plan Implementation Group and report from the Chairs of the Council and Committees. viii. The Clerks job description was noted and would be further discussed at the Clerks annual review.
C 21/58	<p>Projects</p> <ul style="list-style-type: none"> i. Family Fun Day update Cllr Robinson reported that a Working Group had met and agreed a date for the Family Fun Day as 28th August 2022. Quotations for sound and insurance were being obtained. Cllr Mansfield had been speaking to vendors from the cancelled event last year and had submitted an event application to the District Council. Working Groups were being held every 2 weeks and all councillors were welcome to attend. ii. It was agreed to approve charging £2 per adult for entry to the Fun Day with proceeds going to the Westway Centre. iii. It was agreed that an additional £3,000 be made available for the Family Fun Day from the General Reserve for 2022/23 subject to an evaluation after the event. iv. The Working Group had agreed Parish Council involvement in a joint Float with the Westway and other community groups on 11th June as part of Jubilee week. The Westway Centre Manager had applied for funding of £10,000. It was agreed that the Council would still have a stand at the carnival and that this could be jointly held with the Westway Centre, should they wish. v. It was resolved to approve the Projects Committee revised terms of reference (Terms of Reference) vi. It was noted that clearance of verges on Banstead Road/Milton Road and Buxton Lane had been authorised under delegated action at a cost of £150 and £180.
C 21/59	<p>Environment Committee</p> <ul style="list-style-type: none"> i. Trees It was reported that 11 trees had been ordered for the Westway Jubilee Walk and

	<p>will be planted in the next couple of weeks. It was suggested that plaques be a mixture of Queens Canopy and Parish Council. This would be considered by the environment committee.</p> <p>ii. Wildflowers</p> <p>Cllr Mansfield had obtained quotations for the wildflower project trial, and these had been circulated. As partnership working had not been possible the parish council would have to cover the entire cost of the project. Cllr Grasso expressed concerns over the cost given it was a trial scheme.</p> <p>It was resolved that an additional £3,000 be made available for wildflower planting from the general reserve for 2022/23 and to appoint Julia Thomas as the contractor.</p>
C 21/60	<p>Chaldon, Caterham and Whyteleafe Neighbourhood Plan Implementation Group (CCWNPIG)</p> <p>Cllr Botten reported that the first meeting of the CCWNPIG had taken place. This had been an exploratory meeting. Cllrs Botten and Webster had been appointed co-chairs.</p> <p>It was resolved to ratify the appointment of Cllrs Botten and Cllr Dennis as parish council members of the CCWNPIG.</p>
C 21/61	<p>Communication</p> <p>i. It was resolved to approve a press and media policy (paper 3) and to adopt social media guidelines (paper 4 and paper 5)</p> <p>ii. It was resolved to approve the Parish Council article for the April issue of the CR3 magazine.</p>

The meeting closed at 8.30pm