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**Minutes of a meeting of Caterham on the Hill Parish Council held at 7.30pm on
Wednesday 8th November 2023
at the Westway Centre, Caterham on the Hill**

Present: Cllr V Robinson (Chair), Cllr H Bilton, Cllr D Carpenter, Cllr G Dennis, Cllr G Duck,
Cllr M Grasso.

In attendance: County Cllr Jeremy Webster, Mr A Parr (Parish Warden), Mrs H Broughton (Clerk) and
4 members of the public.

23/53	Apologies for absence Apologies for absence were received from Cllr C Botten, due to illness.
23/54	Declarations of interest and dispensation requests Cllr Grasso declared interests in items 23/59 and 23/60iii due to a refund to herself being included in the schedule of payments and her husband's involvement with St Marys Church.
23/55	Public forum The Chair of the Friends of Queens Park gave an update on progress to date. As it seemed likely that CIL funds would be given to improve the park a public meeting was being proposed for early December to update all interested parties. The Deputy Chief Executive of Tandridge District Council and Parish Council Chair would be invited. It was clarified that the CIL funds would be held by the District Council. Residents raised the following issues: <ul style="list-style-type: none">• Large puddle outside the Caterham Dene Hospital.• Litter following the fireworks and bonfire.• Road signs damaged on islands between Queens Park and Caterham Dene.• Black bin bags used by volunteer litter pickers was encouraging fly tipping and a request was made that coloured bags be purchased by the Parish Council for volunteer use.• Replacement of litter bins and a 5-year replacement plan was suggested.
23/56	Minutes of previous meetings It was agreed that the following minutes be signed by the Chair as a correct record: <ol style="list-style-type: none">i. Council Meeting held on 13th September 2023ii. Extraordinary Council Meeting held on 20th September 2023
23/57	Reports The County Councillor reported on the following: Budgets

Children’s Budget likely to be set at c£280m. Current 23/4 Budget set at £256 but outturn will be £274m.

Prescriptions

An issue with management of a local chemist with customers having difficulty getting hold of prescriptions was causing issues and was discriminatory against people who could not use the app. Cllr Webster asked for a letter from the Parish Council and Cllr Robinson agreed to draft for circulation.

Road Issues

Entry and Exits to Hill Library - work now completed.
 Coulsdon Road resurfacing scheduled for next week with night-time closures.
 Town Path-from Westway to Avenue Road now being commissioned.
 Concern regarding the abuse of Parking Restrictions by the Co-op. Enforcement asked to look at this.

Youth Work

Open Access Youth Project: A questionnaire will be issued to years 5-11. A meeting is planned for January 15th where Schools and Councillors will interpret the findings and what they mean for youthwork in the area.

Friday Night Project at De Stafford Leisure Centre: Previously this project was funded for 30-week periods at around £6K+. The Funding was provided by the Police and Crime Commissioner through Active Surrey but this has run out leading to an abrupt pause in this Project. The County Councillor is working with the De Stafford Project Manager to come up with a sustainable solution. The Leisure Centre hope to resume the Project in the New Year and will need £8,300 for a 39-week term time only project.

Street Lighting

The County Council has been operating a part night lighting regime since 2016/17. There have been numerous benefits to this, including energy / carbon savings and reducing light pollution. Divisional Members will now be able to request that lights are removed from part night lighting. This would need to apply for a defined area. Councillors must demonstrate local support for each road to be turned back on and if Surrey receive significant numbers of requests for turning streets back on.

23/58

Action List

The meeting action list was noted.

23/59

Finance and General Purposes

i) **Asset signage**

There had been an issue with the quality of small asset signs and Cllr Grasso had followed this up with the supplier. An alternative, better quality but more expensive, option was circulated at a cost of £12.90 each.
 As the asset signs had already been produced it was agreed to use these and consider using the better quality alternatives in the future.

ii) The following **schedule of payments** was approved. Cllr Grasso did not participate due to an interest.

For approval

New Ink	Small asset signs	570.00
Nick Dance	Tree Watering 2023	6300.00

	Ivyleaf	Hillcroft Corner	225.00	
	Maria Grasso / Brunel	Refund for tree plaque and delivery	275.52	
	CJS Plants	Plant and maintain 5 x shop front planters	450.00	
	CJS Plants	Plant and maintain Raglan planters	660.00	
	CJS Plants	Raglan planters – 6 months	270.00	
	H Broughton	Refund – cash paid for remembrance wreath	20.00	
	CBCT	Ukrainian support	78.00	
Paid between meetings under delegated authority				
	Chew Valley Trees	Westway Orchard Trees - CIL	1863.00	
	Ornamental Trees	Westway Orchard Trees – CIL	785.00	
	Glasdon	Pavement gritting machine	1578.42	
	Filtr	Coffees for meetings	14.00	
	Smiths	Stationery	8.99	
Income (Sept)				
	Groundwork UK	NP Locality Grant	10,000	
Regular payments pre-approved				
	Gradwell	Telephone transfer fee – Sept	9.92	
	Adobe Creative	Monthly fee for software	19.97	
	Lloyds Bank	Service fee	9.55	
	Mailchimp	Email service Oct	12.79	
	H3G	Telephone / Mobile	21.96	
	Total staff costs	3 members of staff salaries, pension	3497.97	
	Adobe.com	Annual payment	238.75	
	Gradwell	Telephone transfer fee – Oct	7.89	
	<p>iii) Bank statements and reconciliations It was agreed that the Chair sign the October 2023 bank statements and reconciliations as correct.</p> <p>iv) Investment of reserve funds The Clerk had circulated a paper recommending investment of parish council reserves and giving options. After some discussion it was proposed that the Parish Council open a Co-operative Instant Savings Account and that £80,000 be transferred to this account. Remaining funds would be split between the existing Lloyds and Unity Bank accounts to ensure that funds were covered by the FSCS scheme. This was approved.</p> <p>v) 23/24 budget and precept It was agreed to postpone this item until the January Council meeting.</p>			
23/60	<p>Grants The following grant applications were considered:</p> <p>i) The Westway Centre Following consideration of a grant application at the October Finance Committee meeting councillors had met with the Westway Centre Trustees to better understand requirements. It was noted that the Council considered the Westway an essential service to the community but had concerns over the grant application in its current form. It was agreed to request that their grant application be re-written to reflect the request being made and to hold further discussions with the Trustees.</p> <p>ii) Soper Hall Following consideration of a grant application at the October Finance Committee meeting the Soper Hall had confirmed other sources of funding and agreed to payment</p>			

	<p>on completion of the project. It was agreed that a grant of £1,000 be given to the Soper Hall towards new toilet facilities.</p> <p>iii) St Marys Church A grant application had been received requesting funding to restore the church organ. Cllr Grasso did not participate due to an interest and all other members agreed to give a grant of £2,500 from CIL funds.</p>
23/61	<p>Projects and Environment</p> <p>i) Youth Services: there was nothing further to add.</p> <p>ii) Queens Park: It was reported that the bark around the play area was substandard and dangerous. A comment was made that this was known earlier in the summer by councillors during the process of attempting have the play area repaired.</p> <p>iii) Queens Park Volunteers There was some discussion as to the Parish Council taking on Queens Park volunteers to ensure that they were covered by public liability insurance. It was suggested that as the park is owned by the District Council any projects should be run by them.</p> <p>iv) Christmas events The Memory tree had been donated by Knights Garden Centre. Hillcroft School had agreed to sing carols and Cllr Robinson was liaising with Clifton Hill school to see if they could be involved. Arrangements for the Cedar Tree switch on were in hand. A meeting had been held with the Westway Centre who were producing and selling baubles for the memory tree with funds raised going towards outreach Christmas lunches.</p> <p>v) Christmas decorations on lampposts would be considered next year.</p> <p>vi) Memory Tree and Cedar Tree event Risk Assessments were approved.</p> <p>vii) Trees had been ordered for the Community Orchard on the Westway Common and were being delivered next week.</p> <p>viii) Winter Maintenance update The pavement gritter had been delivered and was being stored at the Westway Centre so that the Centre could have use of it also for their car park. The Parish Warden had reported grit bins that required filling and the contractor would be filling these in the next few weeks. There was currently sufficient grit in stock.</p>
	<p>Website Cllr Sowambur was working on a brief template to send to potential web developers for quotations. It was noted that the new website should work on all platforms and comply with the legal requirement to meet accessible standards (WCAG 2.1AA)</p>
23/63	The date of the next meeting was noted as 10 th January 2024.

Meeting closed at 9.28pm