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Minutes of a meeting of Caterham on the Hill Parish Council held at 7.30pm on Wednesday 13th March 2024 at the Westway Centre, Caterham on the Hill

Present: Cllr Vicky Robinson (Chair), Cllr Helen Bilton, Cllr George Dennis, Cllr Geoff Duck, Cllr Maria Grasso, Cllr Leena Sowambur.

In attendance: Mrs Helen Broughton (Clerk) and Mr Andy Parr (Parish Warden), County Cllr Jeremy Webster.

23/75	Apologies for absence Apologies for absence were received from Cllr Carpenter and Cllr Botten.
23/76	Declarations of interest and dispensation requests Cllr Geoff Duck declared a non-pecuniary interest in items relating to the Manor Avenue pillars (23/83iii) and Caterham Barracks Community Trust invoice (23/81 iii)
23/77	Public forum There were no members of the public present.
23/78	Minutes of previous meetings It was agreed that the minutes of the Council meeting held on 10 th January 2024 be signed by the Chair as a true record.
23/79	Reports A report had been circulated from the County Councillor, appendix A, and he highlighted issues with highways, parking, railings bordering the Westway allotments (to be included on a future agenda), the neighbourhood plan review and open access youth provision.
23/80	Action List The action list was noted.
23/81	Finance and General Purposes <ul style="list-style-type: none">i) A grant application from the Prospero Theatre had been received and it was agreed to request that a Parish Council grant form be completed. This would then be considered at the next meeting.ii) A revised grant application from the Westway Centre had been received and it was agreed to request that a Parish Council grant form be completed. This

would then be considered at the next meeting.

- iii) The following schedule of payments was approved. A revised invoice would be requested from CBCT as the one received included salaries. *(Invoices had been circulated in advance to all councillors)*

Supplier	Description	Total gross
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For approval

Alison Eardley	Neighbourhood Plan Consultancy	10,000
New Ink	Neighbourhood Plan publicity	280.00

Paid between meetings pre-approved and under delegated authority

Brunel Engraving	Tree plaques	408.84
Wealden Leisure	Grant for Friday Night Club	1000.00
Cash – Ex Servicemen’s Club	Room hire	10.00
Amazon	Litter bags	21.99
Amazon	Litter bags	17.82

Regular payments pre-approved

Gradwell	Telephone transfer fee – Feb	6.93
H3G	Telephone / Mobile - Feb	29.98
Adobe.com	Adobe software - Feb	21.98
Lloyds Bank	Service fee - Feb	7.00
Mailchimp	Email service - Feb	12.45
Total staff costs	3 members of staff net salaries - Feb	2271.38
HMRC	Tax and NI – Feb	1047.13

- iv) It was agreed that the Chair sign the February 2024 bank statements and reconciliations as correct *(documents had been made available on Sharepoint)*. A duplicate payment of £28 was noted and a refund had been requested.
- v) The asset register was reviewed and approved.
- vi) It was agreed to make an application to Your Fund Surrey for £1,600 to restore the heritage pillars on Manor Avenue.

23/82

Projects and Environment

- i) The Parish Warden reported that all new grit bins now have plaques and further plaques would also be placed on parish council litter bins and benches. The Warden would liaise with Cllr Dennis on the positioning of tree stake signs on Westway Common. He had met with the District Council Officer for Street Cleaning and it had been agreed that 3 bins be placed on Town End Recreation field with the 4th possibly in Grahams Walk. The Clerk would order these.
- ii) There had been two enquiries from organisations regarding placing banners locally and Cllr Grasso requested permission to speak to them (and others) on behalf of the parish council, requesting that they limit publicity and remove it promptly following an event. There was some discussion regarding the best approach as the only registered site for banners was at the top of Church Hill. It was agreed that the Parish Council should respond to organisations informing them that the top of Church Hill was the only site they were able to place banners and that it was the jurisdiction of Surrey County Council.
- iii) It was agreed to place planters on the Hillcroft railings and Coulsdon Road railings, at the Tesco junction, subject to approval from Surrey County Council.

	The cost of planters was £95 and included watering. The Clerk has applied to SCC for a licence but has had no response to date.
23/83	<p>Planning</p> <ul style="list-style-type: none"> i) Cllr Duck had attended a meeting with the Surrey Association of Local Councils in Woldingham. Concerns had been raised regarding the local plan, green belt and value for money to parishes from SALC. It was agreed to request that SALC attend a future meeting of the parish council. ii) The TDC local plan final report by the Inspector was noted. iii) It was noted that a meeting had been arranged with the Parish Council Planning Committee and the District Council Chief Planning Officer on 21st March. This was mainly about enforcement.
23/84	<p>Governance and Administration</p> <p>It was noted that the pre-election period starts on 18th March.</p>
23/85	It was resolved to exclude the press and public due to the confidential nature of the business to be transacted.
23/86	<p>Bus shelter agreement</p> <p>Feedback from the solicitor on a contract with Surrey County Council for the new bus shelter on Westway was noted and the contract further considered. It was agreed that SCC should take on the full cost of removal if they decided the shelter was no longer required, paragraph 7b(2) be removed and to ask SALC if they were able to give any information or advice on the contract.</p>
23/87	The date of the next Council meeting was 15 th May 2024

The meeting closed at 9.05pm