

MINUTES

(To be approved at the next meeting)

Warlingham Parish Council

MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON 10 JANUARY 2018 AT WARLINGHAM LIBRARY, SHELTON AVENUE, WARLINGHAM.

PRESENT: Cllr Simon Morrow (in the chair)
Cllr Nathan Adams
Cllr Charles Lister
Cllr Gill Woods
Cllr Kenny Evans
Cllr Anna Patel

IN ATTENDANCE – Gina Caunt

18/001. APOLOGIES have been accepted from Cllrs Andrews, Bloore, Cooley, Prew and Steer.

18/002. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:

(i) **any Disclosable Pecuniary Interests (DPI's) in respect of any item(s) of business being considered at the meeting and/or**

All Councillors present declared a Disclosable Pecuniary Interest in agenda item 7f setting the precept for 2018/2019.

(ii) **other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business.** None

18/003. DISPENSATIONS

In accordance with section 33 of the Localism Act 2011, the Clerk has granted such dispensations to each Councillor present to enable them to vote on the setting of the authority's precept for 2018/2019. These dispensations have been granted on the grounds that the transaction of business would have been impeded given the number of Councillors who would otherwise be prohibited from participating in the particular item of business.

18/004. MINUTES

The minutes of the meeting held on 6 December 2017 had been circulated and were signed by the Chairman as a true record.

18/005. MATTERS ARISING

- a. **Grit Bins** – GC will check with KP that the five grit bins in Warlingham that belong to the Parish Council have sufficient grit. **ACTION GC**

18/006. PLANNING

- a. **Report on the planning committee meeting of 9 January**
At the meeting held on 9 January nine applications were considered and one concern was lodged.

18/007. FINANCE

- a. **Payments:** The following payments were authorised
- | | |
|--|---------|
| Gina Caunt (clerk salary for December) | £581.75 |
| The Surrey Pension Fund (clerk pension for December) | £174.79 |
| Tina Picanza (volunteer coordinator salary for December) | £191.62 |

Tina Picanza (library expenses Nov and December)	£157.04
HM Revenue & Customs (tax and ni) Q3	£585.86
Ultralite (LED lighting Village Green – Grant)	£1,200.00
Surrey County Council (Library assistant Q4)	£5,326.67
Tandridge District Council (contribution towards Mint Walk CCTV)	£2,000.00
Tandridge District Council (Parish by-election)	£4,066.28
Southdown PSV (Bus April to June and Oct to Dec)	£1,184.50

b. Current and Reserve accounts as at 31 December 2017

The spreadsheets emailed to all councillors showing transactions and the balance in the Nat West current account and Barclays Deposit account were noted.

c. Budget Report as at 31 December 2017

The budget report was emailed to all councillors and discussed at the meeting. It was noted that nothing had been paid for Common Land maintenance this year and that GC is chasing this.

d. Increase of Clerk hours

The Clerk circulated a paper to support the increase of her contracted hours. It was **RESOLVED to approve the increase of contracted hours from 13 to 15 hours per week with effect from the 1 April 2018.**

e. Budget 2018/2019

The budget circulated to all councillors was approved.

f. Precept for 2018/2019

It was **RESOLVED to set the precept at £67,035.00 for 2018/2019.**

18/008. THE GREEN

a. The Green's Appearance and Vitality

The letter to TDC planning department to ask that the owners of the former Manor Park Garage site be asked to tidy the site up and possibly erect some boarding behind the metal fences has been sent. The letter to the estate agents to ask what the current situation is with regard to the former Nat West Bank empty premises and ask them to arrange for the maintenance of the property has been sent. TDC has advised that the waste bin outside 415 Limpsfield Road cannot be fixed to the ground because of the services underneath. The missing hanging basket has still not been replaced. The Parish Council notice board requires cleaning and GC will arrange.

ACTION GC

b. The Green Improvement Project

SM advised that SCC has stated it will not agree to a four-arm mini roundabout for technical reasons and because it would not pass a safety audit. For this reason, the two-way scheme will now be dropped. Minor amendments agreed will be made to the one-way scheme and it will then go forward to public consultation. The fee proposal from Random Greenway for liaising with SCC, amending the drawings for the one-way scheme and attending the next working group meeting was agreed.

18/009. SURREY HIGHWAYS

a. Highways Defects

Matters outstanding

The defective streetlight in Westhall Road has been replaced. Skanska has advised they want to wait until plans are confirmed for the village green improvement before they fit new halo lights to the crossing by the former Nat West Bank. GC to urge SCC to inspect the Leas Road/ Redvers Road junction re flooding.

ACTION GC

A temporary repair has been done to the road outside Greenacres Lodge by the building contractor and NA will monitor.

ACTION NA

18/010. PARKING ENFORCEMENT

SM attended a meeting with Surrey and Reigate and Banstead Council, who undertake parking enforcement in the District, to discuss paying for extra parking enforcement in Warlingham; other Parish Councils who might pay for extra enforcement also attended.

Reigate and Banstead Council agreed to come back to interested Parishes with a proposition. There are now four parking wardens employed in Tandridge.

18/011. WARLINGHAM APPEARANCE

- i. **General** – AP will plan a litter pick of the Common Land for April/May.
- ii. **Westhall Road Field**– It was noted that the hedges bounding the horse field at the junction of Westhall and Hillbury Road have not been cut back as agreed. CS to contact the tenant. *CS had been advised that the hedge would be cut in January*

ACTION CS

18/012. COMMON LAND

The handover between CL and KE has taken place. GC will find out when the tree inspection by Quaife Woodlands will take place.

ACTION GC

18/013. WARLINGHAM LOGO

Councillors looked at the two simplified designs from Richard Bransby and agreed they did not sufficiently clearly represent Warlingham and were not suitable to be used on a flag KE will advise R Bransby that we will not be going forward with these designs. It was agreed at a future date to consider commissioning a professional designer to produce a logo based on a clear brief from the Council.

ACTION KE

18/014. KENNEL FARM RIGHTS OF WAY

CL had circulated a paper about applying for Rights of Way across Kennel Farm field. This was discussed and the recommendations set out by CL were agreed as follows:

1. To appoint Councillors to lead the project – CL agreed to lead, NA and AP agreed to assist.
2. To seek advice from the Open Spaces Society and Ramblers Association about collecting evidence from local people that have regularly walked Kennel Farm field.
3. When ready to invite submissions of evidence through the Parish Council website. Noticeboard, CR6 and Facebook.
4. To undertake a preliminary review of collected evidence and seek further advice from the SCC Countryside Access Officer before making a decision on whether to submit a formal application to SCC.

ACTION CL/NA/AP

18/015. ANNUAL INSURANCE REVIEW

Our current insurance is with Zurich and expires on 31 May 2018 and we have the following cover:

Public Liability (includes Official Indemnity)	£10,000,000 any one event
Hirers' Liability	£2,000,000
Employers Liability	£10,000,000
Libel and Slander	£250,000
Fidelity Guarantee	£100,000 (all members and employees)
Personal Accident	£500,000 any one person, £2,000,000 any one incident
Legal Expenses	£50,000
Two Gateway Signs Limpsfield Rd	£2,425.86
Wooden Bench on common land	£491.08
Village Green Grit Bins	£704.79
Farleigh Rd/Bond Rd Grit Bins	£679.78
Village Notice Board	£4956.29
Laptop (clerk)	£490.00
Plastic Shed (behind Church Hall)	£873.03

Two benches installed o/s 415 Limpsfield	£1576.02
Wooden planter o/s 415 Limpsfield	£887.33
1 Flag Pole and 2 Flags	£821.12
Christmas Lights	£16275.46
Gateway Sign on Harrow Road	£1492.96
Gateway Sign on Westhall Road	£1121.87
LED Festoon Lights at Westhall Rd	£1607.26
LED Lights on Village Green	£2571.62
10 x Ductile Iron Planters	£6161.18
Lockable Bollard	£176.80
Grit Bin Dane Road	£321.45
Hewlett Packard Laptop (vol. coord)	£349.54
Ground Matting grass protection	£908.23 + £453 purchased in 2017
LED tree lighting Village Green	£1560.45
Samsung Laptop - Library	£533.54
Sharp MX2314 Photocopier	£1389.47

It was agreed this was comprehensive and adequate. Clerk will check with Warlingham Christmas Lights Committee that all lights are included in the above list. **ACTION GC**

18/016. COMMUNICATIONS

- a. **Website** – Thanks were expressed to KE for taking the photos of Councillors who wanted their photo updated for the website.
- b. **CR6** – SM will write articles about the current status of the village green improvement project and parking enforcement. **ACTION SM**
- c. **Facebook Page** – GC will ask Jane Newsome to post Warlingham Community Library five-year celebration. **ACTION GC**

18/017. OUTSIDE BODIES

Reports of meetings attended – None.

18/018. CORRESPONDENCE

- a. R Bransby request to display banners for community events in the Church Hall planned for 3 March and 21 April. – agreed
- b. Thankyou letter for grant from Warlingham Churchyard.
- c. Email of thanks from Warlingham Methodist Youth Club.

The meeting closed at 9.45pm

NEXT MEETING 7 FEBRUARY

Signed.....Date.....