

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON  
5 SEPTEMBER 2018 AT WARLINGHAM COMMUNITY LIBRARY IN WARLINGHAM.****Councillors (Cllrs) present:**

Simon Morrow (Chair), Nathan Adams, Robin Bloore,  
David Cooley, Charles Lister, Anna Patel,  
Keith Prew and Jeremy Pursehouse.

**Attending:**

16 visitors (12 part)

Meeting opened at 7:53pm and closed at 9:58pm

In attendance: Simon Bold, Clerk

**1. APOLOGIES**

Cllrs Annie Andrews, Ed Ralph and Cindy Steer had all provided their apologies prior to the meeting.

**2. CODE OF CONDUCT (declarations by Cllrs)**

The Clerk confirmed that no Cllr had made a change to their Notification of Disclosable Pecuniary & Other Interests form since the last meeting. No Cllr declared any Disclosable Pecuniary Interest and/or Other Interests in respect of any item on the agenda.

**3. MINUTES (of the previous meeting)**

Cllrs approved the minutes of the 29<sup>th</sup> August 2018 meeting. The Clerk to display copies on the Council's notice board and Cllr Prew to upload a copy to the Council's website. SB  
KP

**4. Matters arising**

Cllr Bloore provided details of a Local Traders Working Group meeting taking place on 11 September.

Cllr Bloore confirmed that the CCTV was installed and fully operational at Mint Walk. He hoped to organise a 'closure' meeting with all stakeholders in the next month or so. Cllrs took the opportunity to thank Cllrs Adams, Bloore and Steer for their work. RB

Cllr Bloore had prepared a grant application, with respect to restoration work to the War Memorial on the Green, to be made to the War Memorial Trust. Cllr Bloore to circulate a draft covering letter and, if acceptable, the Clerk to sign and submit prior to the deadline at the end of September. RB  
SB

With respect to protecting School Common from incursion, Piers Mason (Tandridge District Council's Strategic Director of Place) had written to Cllr Morrow with details of current proposals and related costs. The Clerk to reply to Piers Mason requesting that his team meet with certain Parish Cllrs and local resident representation to discuss the proposals. Cllrs Lister and Pursehouse to provide prior to the next Council meeting an update and, if available, proposals of the costs and potential level of Parish Council contribution. SB  
CL  
JP

Cllr Morrow confirmed that the recently approved employment policies relating to sickness, grievance and disciplinary matters had been acknowledged and accepted by the Library Volunteer Coordinator.

The Clerk confirmed that the response to the Surrey County Council (SCC) consultation concerning low emissions and electric vehicles had been submitted prior to the deadline.

**5. Planning**

- a) Cllr Prew provided a summary of the three Planning Committee meetings from the 25<sup>th</sup> July to date.
- b) Cllrs acknowledged the views received from local residents in respect of application 2017/2202 Greenlawn Memorial Park. Cllrs were keen to have a representative from the Parish Council to speak in opposition to the proposals at the forthcoming Tandridge District Council (TDC) Planning Committee meeting on 6 September

2018 – unfortunately no member, who was not a District Cllr, was available. However, the three District Cllrs present would be there and able to voice local concerns.

- c) Cllrs had reviewed the draft response to the TDC ‘Our Local Plan: 2033’ consultation (Regulation 19) prepared by Cllr Morrow following the Council’s meeting on 29<sup>th</sup> August. Cllrs approved this response, subject to one change, and the Clerk to submit to TDC prior to the consultation closure on the 10<sup>th</sup> September. Cllr Prew to place details of the Council’s response on the Council’s website and to draw particular attention to the sites within Warlingham earmarked by TDC for development. SB  
KP

## 6. Finance

- a) Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments September 2018) totalling £7,123.73. The Clerk to dispense payments SB  
Cllrs considered items of expenditure and approved each as follows: a maximum of £100 to the Warlingham Walks event in response to details from the organisers; a maximum of £25 for business cards for the Clerk; £90 (ex VAT) for the registration of the Clerk and Cllr Morrow to attend the Surrey Association of Local Councils’ AGM and, lastly, £530 (ex-VAT) for an upgrade to the power supply equipment at Warlingham Green subject to a donation from the Warlingham Christmas Lights Committee of £280. The Clerk to take each of the above items forward with the relevant parties. SB

It was noted that no expenditure was required for the next Local Traders Forum

- b) Cllrs discussed the first quarter (Q1) 2018/19 financial report that had been prepared and circulated prior to the meeting by the Clerk. Cllrs requested that future reports should include the budget figures for receipts (i.e. anticipated income) and expenditure from earmarked reserves. It was noted that expenditure was within budget. SB

In terms of the content of the Q1 report, Cllrs noted the details and the Chair signed copies of the bank statements and financial statement once they had been reconciled.

- c) Cllrs discussed preparations for the 2018/19 Grant Scheme and agreed to publicise the Scheme with a deadline for submission of applications of 31 October 2018. A subsequent meeting to assess completed applications was scheduled for 14 November.

In addition, Cllrs considered the level of support for the Citizens Advice Bureau (CAB) following the Council’s discussions in February and agreed, in principle, to allocate a maximum of £1,000. This would be in addition to the general grants budget of £3,000 on the basis of the under-utilisation of other budget lines (i.e. provision for paper planning applications).

The Clerk to publicise the Scheme and provide Cllr Prew with the current application form for him to upload to the Council’s website. SB  
KP

- d) The Clerk suggested a time-line for setting the Council’s budget for 2019/20. The Chairman proposed sticking to the practice of presenting a draft to the December meeting with final approval no later than the January meeting.
- e) The Clerk had circulated the External Auditor’s report for the year ending 31 March 2018 which Cllrs acknowledged. As no issues of concern had been raised by the Auditor, Cllrs agreed that no follow-up action was necessary. The Clerk to display the statutory notices on the Council’s notice board. SB

## 7. Warlingham Green

- a) Appearance and Vitality - Cllr Morrow confirmed that a Section 215 Improvement Notice would be served by TDC on the owners of the old Manor Park Garage site in

an attempt to improve its current appearance.

The Clerk to chase up the estate agent, involved in the sale of the Nat West Bank site, for news. SB

Cllrs agreed to expenditure of a maximum of £120 for the remainder of the financial year in respect of the maintenance of the planters outside the Co-Op on the Green (e.g. watering, weeding, etc). The Clerk to action. SB

b) The Green Improvement Project

i) Cllr Morrow provided an update about the proposed re-design of the Green following a meeting of the Working Group on the 21 August. The Group had agreed some further changes plus designs for street furniture and lighting.

ii) Cllr Morrow outlined the next stage of work involving the production of revised plans (including a street furniture and lighting scheme) and advised the architect's costs for producing these plans and obtaining quotes from three Quantity Surveyors to cost the re-designed scheme. Cllrs approved £1,250 (ex-VAT) for this stage of the work.

Cllr Morrow suggested that once the architect had completed the plans discussed above, that these be shared with all Cllrs for their information. SM

**8. Warlingham Library**

a) Update from Chairman - Cllr Morrow provided feedback from the last Warlingham Library Management Committee meeting. At the meeting, SCC had indicated that due to financial constraints, changes to the running of Community Libraries were being considered, in particular to reduce the Support Teams and the reallocation of some duties to local staff and volunteers. Cllr Morrow to attend a follow-up meeting later in the month when a proposed new Memorandum of Understanding Agreement will be discussed.

Cllr Morrow also summarised the Library's performance (book loans, visitors) and activities over recent months.

b) Commemorative Bench - Cllrs approved £72.49 for the cost of materials relating to installation. No installation date had, as yet, been confirmed – the Clerk to follow-up. SB

c) Library sign – Cllr Morrow had advised SCC of the need to change the content of the external Library sign following the appointment of the new Parish Clerk. SCC will provide a quotation for making this change – to be considered at the next meeting. SB

**9. Surrey Highways**

Updates – The Clerk to chase up news from SCC Highways on their assessment of the 'wet spot' at Hamsey Green (ref: TAN193). SB

Cllr Morrow advised that the new bus shelter on Westhall Road may be relocated but more information is awaited from TDC / SCC.

New issues – Cllrs discussed parking along Harrow Road which often included vehicles parking up on the pavements. Cllr Morrow to draft a letter to SCC requesting that they look at the access issues and consider undertaking a parking review to look at either part-pavement parking or some other regularisation to improve the general situation for road users, residents and pedestrians. SM

**10. County Councillor allocation of funds**

a) Highways allocation – Cllr Morrow reminded Cllrs of the background to the allocation of £3,500 on offer from County Cllr David Hodge. The Clerk had obtained quotations for the conversion of damaged grass verges to hard-standing (for parking) on a section of Blanchmans Road in Warlingham. Cllr Morrow confirmed that residents in the immediate vicinity had been consulted. Cllrs discussed and agreed this proposal and the level of match-funding required (£3,230). The Clerk to confirm these details to SCC Highways and to request that the work go ahead. SB

- b) Community fund – Cllr Morrow outlined the details of this fund and stated that £2,000 was currently available, until January 2019, for use by the Parish Council. Cllrs felt it appropriate to defer any proposals for a month or two.

#### 11. Common Land –

- a) Cllrs confirmed that they were satisfied with the recently installed protection measures. The Clerk advised that the bund was expected to grass over completely in the coming months.
- b) Cllrs agreed a maximum of £120 for the purchase of a ‘drop post’, its installation and a suitable lock at a location identified by the Clerk and Cllr Lister. The Clerk to arrange installation. SB

#### 12. Communications

- a) Website – Cllr Prew to add the SCC webpage that details road works in the Warlingham area to the Parish Council’s website once the weblink is received from the Clerk. Cllr Prew to train the Clerk on uploading documents to the Council’s website. KP  
SB  
KP
- b) CR6 Magazine article – Cllr Morrow to draft the next article with the content to be a synopsis of the Parish Council’s response to TDC’s Local Plan consultation, the outcome of the Greenlawns Memorial Park planning application 2017/2202 and the CCTV installation in Mint Walk. SM
- c) Facebook page – Cllr Ralph had advised, prior to the meeting, that he had launched a new Parish Council Facebook page and was waiting for the old page to be withdrawn. Cllrs discussed the page’s content and Cllrs Lister, Pursehouse and Ralph to meet to discuss the ongoing management of the site. Cllrs acknowledged that the site should be factual and provide residents with useful information relating to the community, for example, to include promotion of the Council’s Grant Scheme. CL  
JP  
ER

#### 13. Outside Bodies (meetings)

The Clerk highlighted the Tandridge Voluntary Action (TVA) AGM on the 27 September and also reported that the Warlingham WW1 Centenary Committee had met on 20 August – Cllr Adams had further details available in respect of the latter.

#### 14. Correspondence

The Clerk reported that following correspondence between a resident and TDC about litter, an area of Church Road would be included in future TDC street cleaning visits. Cllrs discussed one item concerning the wider pavement outside the new sheltered housing development on Westhall Road. Cllr Cooley to acknowledge and reply that although the Parish Council was not happy with the situation, nothing further could be done. DC

#### 15. Sub-section 2 of the Public Bodies (Admissions to Meetings) Act 1960

Nothing was discussed under this agenda item.

**Appendix 1: Schedule of Payments September 2018**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
793*	Simon Bold	*****	Clerk's salary for July 2018
794	Simon Bold	96.94	Expenses claimed by the Clerk (stationery, I.T. equipment) for July 2018
795*	Tina Picanza	*****	Library volunteer coordinator salary July.
796	- SPOILED -	0.00	- SPOILED -
DD#	Integrating Solutions Limited	16.22	Library photocopier provision (inc. VAT)
797	Nick Dance	1,410.00	Installation of bunds to Common Land and to cut grass throughout (inc VAT)
798	Glasdon UK Limited	796.60	Supply of commemorative bench (inc VAT)
799	Simon Bold	*****	Clerk's salary for August 2018
800	Simon Bold	145.03	Expenses claimed by the Clerk for August (inc telephone charges since June/ CiLCA training reimbursement)
801	Tina Picanza	*****	Library volunteer coordinator salary for August 2018
802	Tina Picanza	19.55	Expenses claimed by the library volunteer coordinator for July and August 2018
DD#	SSE	46.41	Power supply to The Green (inc VAT)
803	Howard Fairbairn Project Services Ltd	2,100.00	Meetings and amended drawings re: Green Improvement Project (inc VAT).
804	Fusion Event Services	50.00	Public Address and related equipment for 2018 Parish Assembly meeting
805	The Society of Local Council Clerks (SLCC)	150.00	Registration with SLCC for the Clerk's Certificate in Local Council Administration training (CiLCA)
806	PKF Littlejohn LLP	360.00	External auditor fees (inc VAT)
	<b>TOTAL</b>	<b>£7,123.73</b>	

\*cheques already approved and signed in accordance with authorisation at 4 July 2018 meeting item 6a.

# payment by Direct Debit