

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON
9 JANUARY 2019 AT WARLINGHAM COMMUNITY LIBRARY IN WARLINGHAM.****Councillors (Cllrs) present:**

Simon Morrow (Chair), Robin Bloore,
Charles Lister, Keith Prew, Jeremy Pursehouse
and Ed Ralph.

Attending:

Five visitors (all part)

Meeting opened at 7:49pm and closed at 9:55pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Nathan Adams, Annie Andrews, David Cooley, Anna Patel and Cindy Steer had all provided their apologies prior to the meeting.

2. CODE OF CONDUCT (declarations by Cllrs)

The Clerk confirmed that Cllrs Morrow and Prew had each made changes to their Notification of Disclosable Pecuniary & Other Interests form since the last meeting. No other Cllr made a change to their existing form.

Immediately prior to item 6a), Cllr Pursehouse declared a Disclosable Pecuniary Interest in respect of one of the cases in the report given by Cllr Prew. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda (*also see item 3 Dispensations below*).

3. DISPENSATION(S)

The Clerk confirmed that he had granted a dispensation (in accordance with Standing Orders) to enable all Cllrs present to participate in item 9c).

4. MINUTES

Cllrs approved the minutes of the 5 December 2018 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website.

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5. MATTERS ARISING

The Clerk had circulated an update received from Tandridge District Council (TDC) on the current status of land protection measures for School Common. Cllr Pursehouse to ask Piers Mason, Strategic Director of Place at TDC, that work starts as soon as ground conditions become suitable and, if necessary, the Clerk to follow this up with a reminder that the protection measures are urgently required.

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Cllr Prew confirmed that a Library volunteer will print copies of planning applications for public use at the Warlingham Community Library starting later in January.

Cllr Morrow advised that he had chased up Surrey County Council (SCC) for a commencement date of the verge hardening work at Blanchmans Road.

6. PLANNING

- a) Cllr Prew provided a summary of the Planning Committee meeting of 11 December 2018. (No discussion took place).
- b) Cllr Prew provided an update in respect of the Covers Quarry planning application near Westerham. He reported that Westerham Town Council had also raised a concern about the potential use by HGVs of Croydon Road between Westerham and Warlingham.

7. WARLINGHAM COMMUNITY LIBRARY

- a) Cllr Morrow reported that, following discussions with the Library volunteer coordinator and the volunteer member of the Library Management Committee, he and Cllr Prew had met with SCC and that the draft Memorandum of Understanding had been successfully amended to better reflect the Library's bespoke management arrangements with effect from 1 January 2019 for a further twelve months. However, Cllr Morrow still wanted to see a few further changes. Once the final draft has been received from SCC (and

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checked), Cllr Morrow will propose that the Council approves.

- b) The Clerk advised that the contractor who had offered to install the bench was no longer able to help. As a result, it was agreed that the Clerk obtain quotations from alternative contractors and present the results for consideration at the February meeting. SB
- c) Cllr Pursehouse had offered to prepare a press release to publicise the Library's activities once he had been given suitable content. Cllr Morrow will arrange for this to be provided to him. JP
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8. EMPLOYMENT

As part of the Council's recruitment process in 2018 it had been decided to review the Clerk's salary and establish the appropriate level on the National Joint Council (NJC) salary scale provided by the National Association of Local Councils. Cllr Morrow had circulated a proposal to Cllrs following a review by the Surrey Association of Local Councils of the Clerk's job description which recommended that the Council re-grade the Clerk's post to new NJC pay spine point 29 on the salary scale of 29 – 32. Cllr Morrow had also consulted with other local Parish Councils and appraised fellow Cllrs during the review process.

Cllrs unanimously accepted the proposal effective from 1 April 2019. The Council's budget proposal (see item 9c) was amended accordingly. Cllr Morrow to write to the Clerk, on behalf of the Council, setting out this change to the Clerk's Contract of Employment. SM

9. FINANCE

- a) Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £13,258.13. The Clerk to dispense payments. SB
Cllrs considered expenditure in respect of cutting the Common Land throughout the year and approved a total of £720 (ex-VAT) based on four cuts. The Clerk to instruct the contractor to proceed. SB
- b) Cllrs discussed the third quarter (Q.3) 2018/19 financial report that had been prepared and circulated prior to the meeting by the Clerk. Cllr Prew reconciled the balances shown in the report with the Council's actual bank statements and signed all documents.
Cllrs reviewed the content of the Q.3 financial report and Cllrs felt that the financial position was acceptable as total expenditure was within budget.
- c) The Clerk had circulated a draft budget for 2019/20 in accordance with Cllrs' comments at the Council's last meeting. Cllrs acknowledged a decrease in the provision for funding the Library and an increase in the expenditure relating to the Clerk's salary. No other amendments were made and Cllrs approved the Council's budget and the precept of £72,962 for 2019/20. The Clerk to notify TDC of the precept by 18 January 2019. SB
- d) Cllrs discussed and agreed that the Clerk should conduct a review of the Council's savings account provider based on a number of features e.g. interest rate. SB
- e) Cllrs approved the inclusion of 'payee' on the Council's Application for Grant Aid form. SB

10. WARLINGHAM'S APPEARANCE AND WARLINGHAM GREEN

- a) Cllrs expressed some concern over the amount of graffiti on the old Manor Park garage building and the Clerk to bring this to the attention of Piers Mason at TDC. SB
Cllr Pursehouse reminded Cllrs that the Parish Council had been successful in securing a change to the draft Local Plan. As a result, this would enable the total level of retail use around the Green to drop below 50% (subject to all other prevailing planning policies) as long as the alternative use contributed to the Green's vitality and viability.
Cllr Bloore reported that he would provide an update on the refurbishment of the War Memorial at the next Council meeting. RB
Cllr Pursehouse agreed to find out when a tap at a premises on the Green would be fitted for use by the Parish Council to water planters. JP
- b) Cllr Morrow confirmed that he and Cllr Prew had met with TDC to discuss the possible

sources of funding for the Green Improvement Project. These could include Community Infrastructure Levy (CIL), the Government's recently announced Future High Streets Fund and/or local major retailers. Cllr Morrow will continue discussions with TDC Officers about CIL. Cllr Prew to contact local major retailers to find out whether they would consider providing some funding. Once the Council receives a costing from the Quantity Surveyor for the Green Improvement Project, a further funding meeting will be held with TDC.

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- c) Cllrs made no proposals with respect to Warlingham's appearance.

11. OPEN SPACES

- a) Cllr Lister reported that he had collated all of the responses received in respect of potential evidence of a Right of Way across land at Kennel Farm. Cllr Lister felt that a number of these responses were significant but needed to complete further analysis before sending a summary of the results to the County Council's Countryside Access Officer for comment. Cllr Lister to provide an update to the Council in due course.

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12. SURREY HIGHWAYS

- a) In the absence of Cllr Adams, a report on existing highways issues was carried over to the next meeting. Cllr Morrow remarked that he would report a pot-hole on Church Road to SCC Highways and raise the subject of the Hamsey Green highways wet-spot (TAN193) at the next Tandridge Local Committee.
- b) Cllrs acknowledged the update received from Piers Mason of TDC that he would no longer be willing to recommend that TDC's Community Services Committee continue to fund the current level of verge cuts (from 1 April 2019). Subject to the Committee's decision, this could mean the reduction of cuts in urban areas from seven cuts to four cuts per annum. The Clerk to circulate a map showing the areas cut by SCC and Cllrs to consider further at the Council's next meeting. In the meantime, the Clerk to ask Piers Mason whether SCC would allow Parish Councils to employ their own contractors to make additional cuts.

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13. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllrs Bloore and Pursehouse reported that they had been invited to a meeting of local retailers interested in forming a management group of a new association of Warlingham traders. A further update will be provided at a subsequent Council meeting.

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Cllrs discussed preparations for the 2019 Annual Parish Meeting. The Clerk to secure a venue for the evening of either the 14th or 15th May. Cllr Morrow to invite a potential guest speaker on behalf of the Council.

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14. COMMUNICATIONS

- a) The CR6 articles (see 14b) to be included on the Council's website by Cllr Prew and on the Council's Facebook page by Cllr Ralph. Cllr Ralph to also add an item about Snow Angels (volunteers to clear snow) and Cllr Pursehouse to provide him with information to be posted on Facebook about the importance of householders disposing of DIY and building waste responsibly.
- b) Cllr Morrow to write the next CR6 article about the Library and the change made to the Local Plan in support of the vitality of the Green.
- c) Cllrs discussed the Council's Communication Policy and the Clerk to amend it as agreed.

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15. CORRESPONDENCE

The Clerk raised an enquiry about a petition to save Bond Road Community Recycling Centre which was due to be discussed at the SCC Cabinet meeting on the 29th January. Cllr Lister confirmed that he would be attending but not in his capacity as a Parish Cllr. The Clerk to advise the enquirer.

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16. NEXT MEETING

Cllrs noted that the next scheduled meeting will take place on 6th February 2019.

17. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

Nothing was discussed under this item.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
833	Blanchman's Farm Nature Reserve	1,825.00	Grant award
834	Caterham and Warlingham Citizens Advice Bureau (CAB)	1,825.00	Grant award
835	Warlingham Methodist Church	500.00	Grant award
836	Tandridge Neighbourhood Watch	100.00	Grant award
837	Warlingham Park Bowls Club	750.00	Grant award
838	Warlingham All Saints Church	1,000.00	Grant award
839	Surrey County Council	5,410.00	Library assistant(s) for Q.4 2018/19 (inc. VAT)
840	Simon Bold	*****	Clerk's salary for December 2018
841	Simon Bold	65.71	Expenses in December 2018 claimed by the Clerk
842	Tina Picanza	*****	Library volunteer coordinator's salary for December 2018
843	Tina Picanza	142.38	Expenses in December 2018 claimed by the Library Coordinator
844	HM Revenue & Customs	635.09	PAYE (Tax & NI) for Q.3 2018/19
	TOTAL	£13,258.13	