

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

Simon Morrow (Chair), Nathan Adams,
Robin Bloore, Charles Lister, Anna Patel,
Jeremy Pursehouse and Cindy Steer.

Attending:

Four visitors
County Cllr Becky Rush (all part)

Meeting opened at 7:45pm and closed at 10:05pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs David Cooley, Keith Prew and Ed Ralph had all provided their apologies prior to the meeting.

Annie Andrews had resigned from the Council prior to the meeting (see item 3 below).

2. CODE OF CONDUCT (declarations by Cllrs).

The Clerk confirmed that Cllr Steer had updated her Notification of Interests form since the last meeting. No other Cllr had made a change to their existing declaration.

Immediately prior to item 8b, Cllr Pursehouse declared an 'other interest'. Prior to item 16, Cllrs Patel and Pursehouse declared an 'other interest' in respect of the payment to Warlingham Village Hall on the payment list. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

3. COUNCILLOR VACANCY

The Clerk confirmed that following the resignation of Annie Andrews, a 'claimed poll' notice had gone on display on the Council's notice board and website outlining the process for electors to seek a by-election. The Clerk reported that TDC had confirmed that a by-election had been requested and that this (in the east ward of the Parish) would take place on the same day as the District elections on 2 May. The indicative cost of this for the Parish Council would be between £2,000 – £3,000.

Cllr Morrow led Cllrs in giving their appreciation of the work of Annie Andrews during her membership of the Council, and members wished her well for the future.

4. MINUTES

Cllrs approved the minutes of the 6 February 2019 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website. SB

5. MATTERS ARISING

Cllrs Morrow and Pursehouse reported on their recent site visit with TDC to finalise the details of the School Common Protection measures. The outcome was consistent with previous details except that a second access gate would be installed - any additional cost for this would be met by the Warlingham Events group in conjunction with the Christmas Lights Committee. It was expected, subject to favourable weather, that the protection measures would be installed by the end of the month.

Cllr Bloore was pleased to report that £500 had been awarded to the Parish Council following a successful grant application to the Surrey Historic Buildings Trust in respect of the War Memorial refurbishment (repair of the rifle). A quotation for recasting the memorial inscriptions had been received which was within budget. As a result, subject to any further permissions and consultation with statutory bodies, the refurbishment work could now begin. RB

The Clerk confirmed that the commemorative bench outside the Library was due to be installed on Monday 11 March. Cllr Morrow to make arrangements for an 'unveiling' ceremony. SM

Cllrs discussed a proposal by Surrey County Council (SCC) to only accept recyclable materials at Bond Road Community Recycling Centre (CRC) with effect from 7 May. Cllrs expressed concern that this would reduce the use of the CRC which would lead to the centre's premature closure. Cllrs wished to maintain the current range of services at the site. Cllr Pursehouse to JP

draft a letter to SCC.

Cllr Pursehouse reported that the recent Library news release had resulted in an item broadcast on BBC Surrey (radio).

The Clerk confirmed that a letter had gone to the owners of the Amano Caffè about maintaining the Car Park. No reply had been received.

Cllr Morrow confirmed that he had chased up SCC Highways for news on the installation of additional parking spaces on Blanchmans Road – the work was expected to commence shortly.

At this point in the meeting, item 10 was brought forward to enable the topic to be discussed earlier in proceedings. The original order of agenda items is maintained here for ease of reference with the published agenda.

6. PLANNING

- a) Cllr Patel provided a summary of the Planning Committee meeting of 19 February 2019.
- b) Cllrs approved the revised Planning Committee Terms of Reference.

7. FINANCE

- a) The Clerk confirmed the Council's bank balances as at 28 February 2019 as follows: current account £20,821.82 and reserve account £53,098.73. These balances included £22,600 of Community Infrastructure Levy (CIL) and earmarked reserves of £25,018. The Clerk did not provide a summary of receipts and payments on this occasion.
- b) The Clerk confirmed that Cllr Prew had volunteered to spot-check the Council's cash book at a future date. KP
- c) Cllrs discussed and approved the Council's List of Assets subject to two requested changes. The Clerk to action. SB

8. WARLINGHAM GREEN

- a) Cllrs approved the cost of a replacement Union Flag on the Green at a maximum cost of £115 (including delivery). The Clerk to purchase. SB
The Clerk to obtain a quotation to replace three wooden posts around the seating area outside 415 Limpsfield Road in order to maintain the appearance and protection of this area. SB
The Clerk confirmed that no news on the sale of the old NatWest site had been received from the land agent. The Clerk to continue to monitor. SB
Cllrs were pleased to see the ongoing improvement in the appearance of the old Manor Park garage site.
- b) Cllrs agreed the request from the organisers of the Warlingham Fair to display a banner on the Green in accordance with the Council's Banner Policy. The Clerk to notify the organisers. SB
Cllr Morrow proposed that the Council accept the proposal dated 1 March 2019 to delegate the future approval of banners on the Green, subject to certain criteria, to the Clerk. Cllrs approved.
- c) Cllr Morrow reported that the Quantity Surveyor (QS) had now costed the Green Improvement Scheme at £1.9 million. This reflected all aspects of the scheme's implementation (choice of materials, demolition of existing pavements and roadway, traffic management etc). The architect had advised that the same scheme with a lower specification would still cost at least £1.5 million.
Cllr Morrow described how the scheme could be built in four distinct phases to allow for a longer period of financing. Cllrs noted that there were pros and cons of this approach. The QS had agreed to cost a potential 'phase one' only option for guidance. Tandridge District Council (TDC) had agreed to provide some Community Infrastructure Levy (CIL) projections to see how much this might generate in future years. TDC were also considering whether the Green Improvement Scheme could be brought into the North Tandridge One Public Estate programme as this might provide access to external funding.

Cllrs agreed that more information would be required before the scheme can be put to a public vote. Cllr Morrow to continue to brief Cllrs. SM

- d) Cllrs approved the Terms of Reference for The Green Improvement Working Group subject to one change.

9. WARLINGHAM'S APPEARANCE AND OPEN SPACES

- a) Cllrs agreed the details of the next Litter Pick to take place on Saturday 27th April at the Common Land. The Clerk confirmed that a number of volunteers had contacted him as a result of the Council's last CR6 article. The Clerk to post details of the pick on the Council's notice board. SB

The Clerk to write to the Diocese responsible for the horse field at the top of Westhall Road to draw their attention to the amount of litter in the boundary hedge. SB

- b) Cllr Lister reported that he had not received a response from SCC to the data he had collated with respect to establishing a right of way across Kennel Farm land. This item to be carried forward to a future meeting. CL

- c) Cllr Pursehouse provided details of additional funding from TDC for children's play areas that is subject to match-funding from Parish Councils. Cllrs welcomed this but acknowledged that without a budget this TDC fund would be difficult to access. Cllrs agreed to review in the autumn when the Council's half-year financial position would be known.

10. WARLINGHAM VILLAGE SCHOOL

Cllr Lister had circulated a draft letter to SCC which reflected the Council's discussions at the last meeting. Cllr Lister explained that in the absence of a specific proposal from SCC and evidence of an educational need to relocate the Village School, his letter asked for full disclosure of the issues and a clear process of future consultation. Cllrs provided their comments and Cllr Lister to produce a slightly modified version for the Clerk to send to SCC. CL
SB

11. PARKING ENFORCEMENT

Cllr Morrow commented that Sevenoaks District Council will be taking over on-street parking enforcement and that this could be in place by the Autumn. Under this new arrangement, it is expected that Parish Councils will have the opportunity to fund additional enforcement. This matter to be carried forward to a meeting later in the year.

12. SURREY HIGHWAYS

- a) The Clerk confirmed that he had not heard back from SCC Highways about the safety concerns raised by the Council in respect of the pedestrian crossing outside 413 Limpsfield Road. He will chase this up. SB
SB

The Clerk to report two illegal advertising banners to SCC.

Cllr Steer confirmed that a litter bin on Westhall Road had been washed and replaced by TDC. Cllr Steer to provide the Clerk with the location of a crossing point on the Westhall Road that does not have a corresponding dropped kerb. The Clerk to query this with SCC Highways. CS
SB

Cllr Adams confirmed that he had reported a pot-hole on the highway outside the Horseshoe Public House. Cllr Adams to provide the Clerk with details of hedges encroaching on to pavements so that these can be reported to SCC. NA
SB

- b) The Clerk had circulated details from SCC of the cost of verge cutting throughout the Parish. Cllrs discussed the areas where they felt cuts should be maintained at a level of six per year (SCC are due to carry out four cuts in 2019/20). In principle, Cllrs approved a maximum of £2,400 for two additional verge cuts in the 'urban' areas of the Parish subject to the Clerk obtaining confirmation from SCC that i) the final list of locations to be cut is agreed ii) cuts will be scheduled in April, June, late July, late August, end of September/early October and March 2020. SB

13. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllr Adams confirmed that he had attended a presentation on the operations at Gatwick Airport during the last month.

14. COMMUNICATIONS

- a) Cllr Morrow to write the next CR6 magazine article on the subjects of additional verge cutting, the new commemorative bench at the Library and the Cllr vacancy. SM
- b) Cllr Prew and Ralph to add articles to the Council's website and Facebook site respectively on the above subjects (14a) plus details of the next Litter Pick. KP
ER
- c) The Clerk outlined the need for the Council to have a robust and reliable email service and that it may be necessary to change the Council's email host in order to guarantee this in future. The Clerk to discuss with Cllr Prew so that a proposal, including estimated costs, can be brought to a future meeting. SB
KP

15. CORRESPONDENCE

The Clerk had circulated details of a recent Heathrow Airport consultation on proposed flight-paths and related correspondence from the County Cllr prior to the meeting.

The Clerk to circulate details of a newly opened consultation about Surrey's fire and rescue service and Cllrs to consider at the next meeting. The Clerk to also circulate services information from the Surrey Countryside Partnerships (including the Downlands Partnership). SB
SB

16. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £1,681.93. The Clerk to dispense payments. SB

Cllrs acknowledged that the cost of power to the Green was approximately £200 more per year than previously estimated and that next year's budget for this item would be exceeded. The Clerk to take several meter readings per year in future to maintain a record of usage and to bring any anomalies to the attention of Cllrs. SB

Cllrs approved future expenditure in respect of a heavy-duty gazebo (and weighted feet) for use at public events by the Library volunteers at a maximum cost of £200; the internal audit at an estimated cost of £225 and the Clerks membership of the Society of Local Council Clerks at £118 (the proportion of cost to Warlingham Parish Council).

Cllrs confirmed that they wished to continue with annual hanging baskets around the Green and the Clerk to organise a quotation for approval at the next meeting. SB

17. NEXT MEETING

Cllrs noted that the next scheduled meeting will take place on 3rd April 2019 and that the May meeting had been rescheduled to Tuesday 7th May.

18. 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
853	SSALC Limited	108.00	SSALC Conference of 15 th November 2018 (two attendees)
DD*	SSE (Southern Electric)	53.14	Quarterly charge – Power to the Green (Q.4 2018/19).

DD*	SSE (Southern Electric)	335.97	Power to the Green 2018/19 (reconciliation)
854	Asylum Computers	30.00	Library laptop maintenance
855	Warlingham Village Hall	30.00	Hall hire (Annual Village Meeting in May 2019)
856	SLCC Enterprises Ltd	48.00	Regional Training Seminar (Clerk)
857	Simon Bold	*****	Clerk's salary for February 2019
858	Simon Bold	45.98	Expenses claimed by the Clerk
859	Tina Picanza	*****	Library volunteer coordinator's salary for February 2019
860	Tina Picanza	25.69	Expenses in February 2019 claimed by the Library Coordinator
	TOTAL	£1,681.93	

**paid by direct debit*