

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON
3 APRIL 2019 AT WARLINGHAM COMMUNITY LIBRARY IN WARLINGHAM.**

Councillors (Cllrs) present:

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

Attending:

Three visitors (all part)

Meeting opened at 7:49pm and closed at 10:00pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs David Cooley and Cindy Steer had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

The Clerk confirmed that no Cllr had made a change to their Notification of Interests form since the last meeting.

Cllr Ralph declared (on his arrival later) a disclosable pecuniary interest in respect of items 7 and 8a) on the agenda and did not participate in the meeting during these items. Cllrs Pursehouse and Bloore declared an 'other interest' in respect of the same items.

No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

3. MINUTES

Cllrs approved the minutes of the 3 March 2019 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website.

SB

4. MATTERS ARISING

Cllr Pursehouse confirmed that the protective bunds and gates had been successfully installed around School Common by Tandridge District Council (TDC).

Cllr Bloore confirmed that works to refurbish the War Memorial would be commissioned once all the documentation had been supplied to, and approved by, the War Memorials Trust (WMT). Cllr Bloore and the Clerk to hold a site visit with the nominated contractor and then complete and send paperwork to the WMT.

RB
SB

The Clerk confirmed that the owners of the café on the Common Land had confirmed, in writing, that they would complete essential repairs to the car park as part of other building works. Cllrs to monitor the situation.

ALL

The Clerk advised that Julie Iles, Surrey County Council (SCC) Cabinet Member for All Age Learning, had indicated that she would respond to the Parish Council's letter about the County's proposal to relocate Warlingham Village Primary School by the middle of April. The Clerk to circulate it to all Cllrs.

SB
SB

The Clerk to publicise the Council's next Litter Pick due to take place on 27th April 2019.

5. PLANNING

a) Cllr Prew provided a summary of the Planning Committee meeting of 12 March 2019.

6. FINANCE

a) The Clerk had provided a year-end financial statement for 2018/19 (unaudited) prior to the meeting. This showed the Council's bank balances as at 31 March 2019 as follows: current account £19,564.00 and reserve account £53,107.75. These balances included £22,600 of Community Infrastructure Levy (CIL) funds and £25,018 of earmarked reserves. Cllr Prew agreed to check that the quoted balances reconciled

KP

with the Council's actual bank statements.

The Clerk remarked that the overall expenditure for the year was in line with the Council's budget. Cllr Morrow added that the income of £1,200 from the Library was ahead of projection and showed how well the Library was supported and used.

It was noted that claims for repayment of VAT paid by the Council would be submitted soon by the Clerk. SB

b) Cllrs reviewed and approved the Council's CIL Annual Report for 2018/19. The Clerk to submit this to TDC. SB

c) The Clerk to check the suitability of savings products from CCLA Investment Management Limited. Item carried forward to the next meeting. SB

d) Cllrs agreed the addition of the defibrillator, located at the library, to the List of Assets.

7. DEFINITION OF A COMMUNITY 'NOT FOR PROFIT' EVENT.

Cllrs discussed the adoption of a definition of 'not for profit' to be used in conjunction with the Council's banner policy and grant award scheme. Cllrs made amendments to a suggested set of words and agreed to adopt this definition and to add it as an Appendix, with immediate effect, to the Council's banner policy. The Clerk to amend the policy and publish on the Council's notice board and website. SB

It was decided not to apply this definition to the grant award scheme.

Cllr Ralph joined the meeting at the end of item 7.

8. WARLINGHAM GREEN

a) The Clerk had obtained a quotation to have three wooden posts replaced around the seating area outside 415 Limpsfield Road at a cost of £280.

The Clerk had also obtained quotations to fix the lighting of the War Memorial on the Green at £200 and also the annual contract to supply and maintain hanging baskets around the Green at £2,295.

Cllrs approved all of the above and the Clerk to instruct the respective contractors to proceed. SB

At this point, Cllr Ralph temporarily left the meeting.

Cllrs discussed applications for banners on the Green from John Fisher Sports Club in respect of a summer Sausage & Cider event and a Fireworks display later in the year. Cllrs agreed to the display of banners for these events subject to the organisers providing financial accounts within one month of each event.

Cllr Ralph returned to the meeting.

Cllrs agreed the display of bunting around the Green for one week ahead of the Warlingham Fair but made clear that this decision would not set a precedent to others.

Cllrs agreed the display of banners around the Green in respect of the 2019 May Queen event.

The Clerk to inform the organisers of each event of the Council's decisions. SB

b) Cllrs discussed the adoption of a limited number of Union Flag flying days at Warlingham Green. On a trial basis, Cllrs Adams, Pursehouse and Steer to arrange to fly the Union Flag on days applicable to government bodies in England. The trial to commence from St George's Day. CS
JP
CS

c) Cllrs Morrow and Prew provided an update to Cllrs on the Green Improvement Project. On the basis of splitting the project into four phases, the Quantity Surveyor had confirmed that a possible Phase 1 incorporating changes to the central green, new drainage and crossings would cost £673,000. Cllrs Morrow and Prew to continue researching possible funding sources and to meet with TDC to assess the potential for SM
KP

using CIL. Subsequently, a meeting of the Green Improvement Working Group would be arranged.

9. SURREY HIGHWAYS

- a) The Clerk to visit Shelton Avenue to ascertain whether lorries serving the demolition work at Shelton Sports Club are damaging the highway. If so, the Clerk to notify SCC Highways and the County Cllr. SB

Cllr Morrow confirmed that the new parking spaces at Blanchmans Road had been completed successfully by SCC following joint funding by the Parish Council. The Clerk to seek the return to the Parish of any unused funds. SB

The Clerk to ascertain from SCC the cost of installing LED 'halos' at the zebra crossings around the Green (in an effort to make these crossings more visible to drivers and safer for pedestrians). At this stage, Cllrs considered that this might be an appropriate use of CIL funds. Item to be brought back to the next meeting for further consideration. SB

The Clerk confirmed that the banners on the central reservation outside Sainsburys had been removed by SCC Highways.

- b) The Clerk advised that SCC had confirmed the cost of two additional (urban) roadside verge cuts within the Parish at £2,250 per annum. Cllrs agreed that verge cuts should take place around the end of April, early June, end of July, early September, late October and mid-March. Cllr Pursehouse to double-check one location before the Clerk to confirm to SCC the additional funding by the Parish Council. JP
SB

10. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllr Morrow confirmed that the commemorative bench at the Library, dedicated to Gill Woods, would be officially unveiled at 2:30pm on 10th April. Cllr Morrow, Dick Woods and Tina Picanza, the Library Volunteer Coordinator, to say a few words. SM
TP

11. COMMUNICATIONS

- a) Cllr Morrow to write the next CR6 magazine article on the subjects of the Annual Parish Assembly, the Library bench unveiling and the Parish Council's actions regarding the proposed changes to the Bond Road Community Recycling Centre. SM
- b) Cllr Prew and Ralph to add articles to the Council's website and Facebook site respectively on the above subjects (see 11a) plus details of the next Litter Pick and the completed protection works around School Common. KP
ER

12. CORRESPONDENCE AND CONSULTATIONS

In response to an invitation from SCC, Cllrs Lister and Pursehouse to be the Parish Council's representatives to meet with the County's Waste Task Group. The Clerk to confirm these nominations to SCC. JP
SB
NA

Cllrs Adams and Patel to attend a future 'Discover Gatwick' event. AP

13. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £7,486.00. The Clerk to dispense payments.

Cllrs noted that a brand new First Aid kit was required for the Library at a cost of approximately £25.00.

14. NEXT MEETING

- a) Cllrs noted that the next scheduled meeting will take place on Tuesday 7th May 2019.
- b) Cllrs discussed arrangements for the Annual Parish Assembly on 14 May 2019 and agreed expenditure in respect of refreshments (within budget) and cost of audio/visual technical support of £70. The Clerk to organise the banner to be displayed on the Green. Cllrs Morrow and Ralph to prepare a Powerpoint presentation of Council SB
ER
NA
KP

activities. Cllrs Adams, Morrow and Prew to help set up and clear the Village Hall on SM the night.

15. 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
861	Pam Mascall	40.00	Hall hire (Warlingham Walks event 2018)
862	Howard Fairbairn Project Services Ltd	1,200.00	Work related to Green Improvement Scheme cost plan (inc VAT)
863	A Siddall	370.00	Installation of Library bench
864	Simon Bold	*****	Clerk's salary for March 2019
865	Simon Bold	333.69	Expenses claimed by the Clerk (including a replacement union flag, library gazebo, VAT)
866	Tina Picanza	*****	Library volunteer coordinator's salary for March 2019
867	Tina Picanza	28.83	Expenses in March 2019 claimed by the Library Coordinator
868	Surrey Pension Fund	2,017.02	Employee and employer pension contributions between June 2018 and March 2019 inclusive.
869	Surrey ALC Limited	2,126.69	Surrey Association of Local Councils & National Association of Local Councils annual subscription 2019/20.
870	HM Revenue & Customs	538.49	PAYE (Tax & NI) for Q4 of 2018/19
871	Society of Local Council Clerks	118.00	Society of Local Council Clerks and Association of Local Council Clerks membership 2019/20
	TOTAL	£7,486.00	