

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

Councillors (Cllrs) present:

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

Attending:

Two visitors (all part)

Meeting opened at 7:45pm and closed at 10:13pm

In attendance: Simon Bold, Clerk

1. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN

Cllr Morrow conducted the following vote as the existing Chairman of Warlingham Parish Council. Cllr Lister stood for election as Chairman which Cllr Pursehouse seconded. Cllrs voted Cllr Lister as Chairman who then completed a Declaration of Acceptance of Office.

Cllr Lister conducted the following vote as the new Chairman of the Council. Cllr Prew stood for re-election as Vice-Chairman which Cllr Adams seconded. Cllrs voted Cllr Prew as Vice-Chairman who then completed a Declaration of Acceptance of Office.

The Clerk to notify Tandridge District Council (TDC), the Surrey Association of Local Councils and external auditor of these appointments. SB

2. NEW COUNCILLOR

Cllrs welcomed Cllr Kempster following his election to the Council at the by-election held on 2 May 2019. The Clerk confirmed that he had received from Cllr Kempster a completed Declaration of Acceptance of Office and Notification of Interests form.

The Clerk to update the Council's Register of Cllrs' Interests and upload a copy to the Council's website. SB

3. APOLOGIES

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

4. CODE OF CONDUCT

The Clerk confirmed that Cllrs Bloore and Pursehouse had made changes to their respective Notification of Interests forms since the last meeting. No other Cllr had made a change to their Notification of Interests form.

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

5. DISPENSATIONS

None.

6. MINUTES

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

7. MATTERS ARISING

The Clerk confirmed that he had not received a response from Julie Iles, Surrey County Council (SCC) Cabinet Member for All Age Learning, to the Parish Council's letter about SCC's proposals to relocate Warlingham Village Primary School. The Clerk to chase again for a response. SB

With respect to the installation of land protection measures around School Common, the Clerk confirmed that he had contacted TDC seeking confirmation of the costs and an invoice for the contribution to be made by the Parish Council.

Cllr Morrow confirmed that the new bench unveiling at the Library, in commemoration of Gill Woods, had been well attended.

8. PLANNING

- a) Cllr Prew provided a summary of the Planning Committee meetings of 2nd and 23rd April 2019. In respect of the latter meeting, members of the Committee had struggled to view some of the plans at A4 size. Cllr Morrow to seek reinstatement of A1 plans from TDC and, on a trial basis, the Committee to use a large monitor screen to view plans. The Clerk and Cllr Prew to arrange use of the monitor. SM
KP
SB
- b) Cllrs accepted a proposal by TDC to cease consultation in respect of Lawful Development Certificates.

9. TO REVIEW DELEGATIONS

Cllrs noted the current delegations with respect to the Planning Committee and the Library Management Committee. Cllrs also noted the delegation to the Clerk with respect to the granting of dispensations at meetings and the role of the Clerk with respect to the Council's banner policy. None of these delegations required amendment.

10. TERMS OF REFERENCE (*the Council does not have any sub-committees*)

- a) Cllrs noted the respective Terms of Reference for the Planning Committee and the Warlingham Green Improvement Working Group – no changes were considered necessary. Subject to item 10 c) below, the Clerk to commence a review of Terms of Reference, as appropriate, for the Council's remaining Committees and Working Groups over the coming months. SB
- b) There were no recommendations from any committees on this occasion.
- c) Members were appointed to committees, working groups and Outside Bodies as shown on Appendix 1 and 2 below. The appointments to the Warlingham Green Improvement Working Group and the Cllrs responsible for co-ordinating snow clearing to be reviewed again at the next meeting.
- Additionally, Cllr Patel to continue to monitor the condition of the defibrillator at the Community Library with Cllr Kempster, and both to retain a maintenance record. AP
GK
- Cllr Prew to add the SCC 'Report-It' webpage to the Council's website to enable residents to report highways defects directly to SCC. KP

11. STANDING ORDERS AND FINANCIAL REGULATIONS

The Clerk had circulated an updated version of the Council's Standing Orders prior to the meeting which Cllrs discussed. This document was approved subject to agreed amendments. The Clerk and Cllr Lister to review, at the request of Cllrs, the sections relating to meetings and staff matters. SB
CL

The Clerk to prepare a review of Financial Regulations for the meeting in June. SB

12. TO REVIEW ANY OR ALL OF THE FOLLOWING WHERE CHANGE IS REQUIRED:

- a) With respect to arrangements with other local authorities, Cllrs noted the current arrangements between the Parish Council and SCC with respect to the Library Community Partnership (governed by the Memorandum of Understanding). Also, the additional funding by the Council in relation to the cutting of highways verges by SCC.
- b) It was noted that no joint arrangements existed (*other than subscriptions where applicable*) between the Council and the Outside Bodies listed in Appendix 2.
- c) No amendment was required to the Asset List (last approved in April 2019).
- d) Cllr Lister and the Clerk to review the Council's complaints procedures. CL
- e) The Clerk to review and, if appropriate, provide an update with respect to the SB

procedures and policies relating to General Data Protection Regulations. SB

- f) Cllrs noted the list of scheduled Council meetings through to and including May 2020.

13. FINANCE

- a) The Clerk provided verbal confirmation of the Council's bank balances as at 30 April 2019 as follows: current account £48,683.55 and savings account £53,107.75. These balances included £22,600 of Community Infrastructure Levy (CIL) funds. The Clerk also confirmed that since the last meeting, the Council had made payments of £7,486 and received funds of £36,605.55. The latter was made up of a half-year precept instalment of £36,481 and £124.55 of Library income.
- b) Cllrs noted the report from the Internal Auditor for 2018/19 – no issues of concern had been raised. The Clerk and Cllr Lister agreed to review the Risk Register. CL
SB
- c) Cllrs reviewed and approved Section 1 of the Annual Governance Statement 2018/19.
- d) Cllrs reviewed and approved Section 2 Accounting Statements 2018/19. The Clerk to complete the remainder of the Council's Annual Governance and Accountability Return and submit it to the external auditor by 1 July 2019. SB

14. STAFFING

- a) Cllrs Morrow and Prew had prepared and circulated to Cllrs a review and proposal with respect to the Library Volunteer Coordinator's hours. Cllrs discussed the workload and approved an increase in weekly hours from five to seven. It was felt that the additional expenditure could be met by the anticipated underspend on another Council budget-line. The Clerk to write to the Library Volunteer Coordinator confirming this change to the Contract of Employment. SB
- b) The Clerk to provide a draft Pension Discretions Policy for consideration at the next meeting. SB

15. INSURANCE

The Clerk had completed a market review of the Council's insurance cover and based on the results made a recommendation to Cllrs. It was agreed to renew with the existing insurer for another year (effective from 1 June 2019). The Clerk to action. SB

The Clerk to seek clarification of the 'Hirer's Liability' and 'keyman' cover and to provide recommendations on each for consideration at the next meeting. SB

16. WARLINGHAM GREEN

Cllrs agreed to expenditure of up to £320 (+VAT) for a contractor to irrigate and feed the ten tubs outside the Co-Op between May and September (inclusive). Despite the best efforts of volunteers last year, many of the plants had struggled to survive in the hot weather. As the existing budget would not cover all of this cost, Cllrs judged that either savings under other budgets or use of general reserves justified this expenditure. The Clerk to instruct the contractor to proceed. SB

17. WARLINGHAM APPEARANCE

Cllr Patel provided details of the Litter Pick that took place at the Common Land on 27 April. She was pleased to report that the amount of litter was relatively low. Cllr Morrow to visit part of the site to check for fly-tipping and, if found, to report it to TDC. SM

18. LIBRARY

Cllrs Morrow and Prew provided a summary of the recent Library Management Committee meeting. This included news of an imminent review by SCC which aimed to dramatically cut the budget for Libraries. Cllr Morrow emphasised the need for the Parish Council to participate fully in this review to ensure that a strong case is made on behalf of the Library Community Partnership in Warlingham.

Cllr Morrow also provided some statistics and news of activities at the Library. He would

- also review the draft licence received from SCC (relating to out-of-hours use of the Library) and hoped to bring it forward for consideration at the Council's next meeting. SM
- 19. SURREY HIGHWAYS**
- The Clerk confirmed that he had not received from SCC confirmation of their verge cutting schedule for 2019/20, the estimated costs of halos for the zebra crossings around Warlingham Green or the final cost of the installation of the additional parking spaces at Blanchmans Road (and any monies due to the Parish Council). He will continue to chase up for responses. SB
NA
JP
SM
- Cllrs Adams and Pursehouse to report road defects in Trenham Drive and Limpsfield Road respectively to SCC Highways. Cllr Morrow to seek a commencement date for resurfacing work in Farleigh Road from SCC.
- 20. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS**
- a) Cllrs discussed arrangements for the Annual Parish Meeting (Assembly) on 14 May 2019. Both Cllrs Lister and Morrow to present on behalf of the Council. CL
SM
- b) Cllrs approved the cost (£50) of pitches at the Warlingham Fair for the Council and the Library's book stall. The Clerk to circulate a roster to Cllrs for completion. It was agreed that the display boards should reflect the subjects covered at the Annual Parish Meeting and Cllr Ralph agreed to supply printouts at A3 size. SB
ER
- 21. COMMUNICATIONS**
- a) Cllr Lister to write the next CR6 magazine article on the forthcoming Annual Parish Meeting, new Councillor Geoffrey Kempster, the Council's presence at the Warlingham Fair and to promote the use of SCC's 'Report-It' web-page. CL
- b) Cllr Prew and Ralph to add articles to the Council's website and Facebook site respectively on the subjects raised at 21a) above. KP
ER
- 22. CORRESPONDENCE AND CONSULTATIONS**
- Cllrs discussed the Passenger Benefit Fund which is a fund to be spent by Govia Thameslink Railway on improvements for passengers at local stations. The Clerk to pass the following suggestions to the East Surrey Transport Committee for consideration under the scheme: an additional ticket machine, extended opening hours for the booking office, more seats on the platforms and the creation of disabled access to the platform serving destinations to the south. SB
- Cllrs agreed to include events organised by Churches Together in Warlingham on the Council's website. Cllr Prew to action. KP
- 23. PAYMENTS**
- Cllrs authorised the list of payments (see Appendix 3: Schedule of Payments) totalling £3,217.11. The Clerk to dispense payments. SB
- 24. NEXT MEETING**
- a) Cllrs noted that the next scheduled meeting will take place on Wednesday 5 June. ALL
- 25. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**
- Nothing was discussed under this item.

APPENDIX 1 – COMMITTEES, WORKING GROUPS AND RESPONSIBILITIES

COMMITTEES & WORKING GROUPS (Council Appointees):
WARLINGHAM LIBRARY MANAGEMENT COMMITTEE Keith Prew (Chairman), Simon Morrow and Geoffrey Kempster
PLANNING COMMITTEE Nathan Adams, Geoffrey Kempster, Anna Patel and Keith Prew with Cindy Steer and Charles Lister as first reserves
WARLINGHAM GREEN IMPROVEMENT WORKING GROUP <i>(to be reviewed in June 2019)</i> Simon Morrow (Chair), Charles Lister, Jeremy Pursehouse, Keith Prew and Cindy Steer
REMEMBRANCE DAY WORKING GROUP Nathan Adams and Keith Prew
WARLINGHAM WALKS WORKING GROUP Anna Patel
RESPONSIBILITIES (Councillors):
COMMON LAND Charles Lister
PUBLIC ACCESS DEFIBRILLATOR (LIBRARY) Geoffrey Kempster and Anna Patel
PUBLICITY Charles Lister
SNOW CLEARING COORDINATOR <i>(To be reviewed in June 2019)</i>
SOCIAL MEDIA Ed Ralph
WARLINGHAM APPEARANCE Anna Patel and Cindy Steer
WEB SITE Keith Prew and Ed Ralph (in partnership with the Clerk)

APPENDIX 2 – OUTSIDE BODIES

REPRESENTATIVES:
BLANCHMAN’S FARM LOCAL NATURE RESERVE Keith Prew
CHRISTMAS LIGHTS COMMITTEE Ed Ralph

SURREY ASSOCIATION OF LOCAL COUNCILS Charles Lister
SURREY RAIL FORUM AND EAST SURREY TRANSPORT COMMITTEE John Philips (volunteer)
WARLINGHAM AND CHELSHAM RELIEF IN NEED Geoffrey Kempster
WARLINGHAM CHURCH HALL MANAGEMENT COMMITTEE Cindy Steer
WARLINGHAM EVENTS COMMITTEE Robin Bloore
WARLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE Anna Patel

APPENDIX 3 – SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
872	TVA (Tandridge Voluntary Action)	20.00	Annual membership 2019/20
873	WES Ltd	240.00	Service and replacement parts for uplighters at War Memorial on Warlingham Green (inc VAT)
874	Peter Frost	122.85	Internal Audit for year ending 31 March 2019
875	Simon Bold	*****	Clerk's salary for April 2019
876	Simon Bold	116.54	Expenses in April 2019 claimed by the Clerk
877	Tina Picanza	*****	Library volunteer coordinator's salary for April 2019
878	Tina Picanza	16.11	Expenses in April 2019 claimed by the Library Coordinator
879	Surrey Pension Fund	267.00	Employee and employer pension contributions for April 2019
880	Harestone Printing	42.00	Printing of 2018 Remembrance Day service sheets
881	Nick Dance	216.00	Grass cutting at Common Land (inc VAT) Warlingham.
882	Warlingham Fair	50.00	Parish Council and Library pitches for Warlingham Fair 2019
883	Zurich Municipal	1,046.94	Annual insurance policy 2019/20
	TOTAL	£3,217.11	