

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

Charles Lister (Chair), Nathan Adams, David Cooley,
Geoffrey Kempster, Simon Morrow, Anna Patel,
Jeremy Pursehouse, Cindy Steer and Ed Ralph.

Attending:
none

Meeting opened at 7:45pm and closed at 9:35pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Robin Bloore and Keith Prew had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

No Cllr, other than Cllr Steer, had made a change to their Notification of Interests form since the last meeting. The Clerk to update the Register of Cllrs' Interests and upload a copy to the Council's website. SB

Cllr Ralph declared a Disclosable Pecuniary Interest in respect of item 20 on the agenda. 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 7 May 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

The Clerk to continue to chase up Tandridge District Council (TDC) for both the confirmation of the total cost of installing site protection measures at School Common and an invoice in respect of the proportion funded by the Parish Council. SB

Cllr Morrow confirmed that he had inspected the Common Land and had found no dumped waste that would constitute a nuisance – no further action required.

The Clerk summarised the suggestions already made by Cllrs in respect of the Govia Passenger Benefit Fund (a scheme designed to provide 'tangible improvements for passengers'). The Clerk to submit these suggestions prior to the deadline of 31 July 2019 with a copy to the Council's East Surrey Transport Committee representative and TDC. SB

5. WARLINGHAM VILLAGE PRIMARY SCHOOL

Julie Iles, Surrey County Council (SCC) Cabinet Member for All Age Learning, had sent a letter to the Council in response to the concerns that had been raised in March. The content of this letter and subsequent discussions with SCC representatives indicated that there was no substantive proposal to relocate the Village School.

Cllr Pursehouse set out some of the possible implications of this with respect to TDC's emerging Local Plan and felt that the Parish Council should consider alternative uses for the land currently earmarked for a new school. Cllrs agreed that the current uncertainty was undesirable and that this topic be discussed at a future meeting.

In the meantime, it was proposed that the Council consider making a representation to the Inspector appointed to oversee TDC's emerging Local Plan. To this end, the Clerk to contact the Local Plan Programme Officer to secure an appointment for the Parish Council to put forward comments - Cllrs Morrow and Pursehouse were selected as the Council's representatives. SB

The Clerk to respond to Julie Iles to acknowledge her letter and welcome her assurances that a full consultation would form part of any subsequent proposal that SCC may make. SB

6. SURREY HIGHWAYS

Cllrs discussed the installation of LED 'halos' at the zebra crossing opposite no. 413 Limpsfield Road and the estimated cost (from SCC) of £4,820. It was proposed that the

- Council use its earmarked 'members allowance' reserve of £2,000 to part fund the work in conjunction with the County Cllr. The Clerk to contact County Cllr Becky Rush to ascertain whether she would be prepared to make a significant contribution towards these lights from her County Cllr members allowance (Highways). SB
- Cllrs had no comments in respect of the final details of the Tandridge Parking Review 2019. The Clerk raised the planned roadworks and closure of Narrow Lane, Warlingham on Friday 14 June by SCC Highways – Cllrs agreed that this should be publicised (see item 19b). The Clerk confirmed that the cutting of roadside verges by SCC was scheduled to take place during the first three weeks of June. The Clerk also confirmed that he was waiting for a response from SCC Highways to his enquiry about the installation of a dropped kerb on Westhall Road (on the opposite side of the road to School Common). Cllr Morrow confirmed that no date had been provided by SCC for the resurfacing of Farleigh Road
- The Clerk to chase up SCC Highways for confirmation of the final cost of the installation of the additional parking spaces at Blanchmans Road and whether any monies are owing to the Parish Council. SB
- 7. BOND ROAD COMMUNITY RECYCLING CENTRE (CRC)**
- Cllr Pursehouse confirmed that he will attend a SCC Waste Task Group meeting on 11 June 2019 to make representations about the Bond Road CRC on behalf of the Parish Council. Cllrs were keen that he make clear that Cllrs would like the Centre to stay in operation until an alternative facility has been created elsewhere and that, in the meantime, the CRC should revert to taking wood and black-bag (landfill) waste. JP
- 8. LIBRARY**
- Cllr Morrow had circulated a new Library licence, to cover out-of-hours use of the premises by the Parish Council and its hirers, following lengthy discussions with SCC. Cllrs approved the new licence.
- 9. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS**
- Cllrs discussed arrangements for the Warlingham Fair and the Clerk to circulate the final rota of Council attendees. SB
- Cllr Adams confirmed that he had attended the recent WWI Centenary Committee. He also confirmed that he would be attending the 1st Warlingham Scout Group's AGM in July. NA
- Cllrs noted the date of the next Tandridge Local Committee but had nothing to put to the Committee on this occasion. NA
- Cllrs Adams and Patel to attend the next Discover Gatwick event. AP
- 10. APPOINTMENT OF MEMBERS**
- Members were appointed to working groups as shown in Appendix 1. The appointment of a snow clearance coordinator is to be considered over the coming months and in the meantime the Council to advertise for a volunteer to take on this role (*see items 19a and 19b*).
- 11. INSURANCE**
- The Clerk had circulated, prior to the meeting, details of Hirers Liability and Key Man insurance cover. In respect of the Council's current Hirers Liability cover (an extension of Public Liability), Cllrs agreed that no further action was required. In respect of Key Man cover, Cllrs agreed to purchase this additional cover at a cost of £16.80 for the year – this would provide revenue to the Council (e.g. to fund a locum Clerk) in the event of the incapacity of the Clerk due to accident. The Clerk to instruct the insurer accordingly. SB
- 12. STAFFING**
- a) The Clerk had circulated, prior to the meeting, a draft Pension Discretions Policy based on information provided by the SCC Pensions Team (the Council's pension scheme operator). Cllrs approved this Policy document.
- b) Cllrs agreed that the Clerk be able to carry forward (the part-time equivalent of) 2 days leave to the next leave year in accordance with the Contract of Employment.
- c) The Clerk to circulate to all Cllrs the updated Surrey Association of Local Council's

- training schedule for 2019 and Cllrs to advise the Clerk of any training courses they wish to attend. SB
ALL
- 13. WARLINGHAM GREEN**
The Clerk confirmed that there had been no requests for banners since the last meeting. SM
Cllr Morrow confirmed that the Warlingham Green Improvement Working Group would CL
meet on 26 June and that the scheme's architect would be attending and making a brief JP
presentation at a total cost of £250. KP
- 14. CORRESPONDENCE AND CONSULTATIONS**
Cllrs Morrow and Pursehouse confirmed that they will attend a meeting with TDC to discuss SM
the District Council's Local Green Spaces consultation and provide an update to Cllrs at the JP
next Parish Council meeting.
- 15. PUBLIC ACCESS DEFIBRILLATOR (PAD)**
Cllr Kempster outlined the maintenance regime in respect of PADs. He confirmed that he GK
would be happy to regularly inspect any local PADs, with the assistance of Cllrs Adams and NA
Patel. The Council agreed that in the absence of funds from elsewhere that it would consider AP
funding spare and replacement parts for these PADs - the Clerk to note the requirement for a
modest Council fund (budget or earmarked reserve) in future years. SB
- 16. PLANNING**
- a) Cllr Lister provided a summary of the Planning Committee meeting of 28 May 2019 including the initial concerns raised by the Committee in respect of 2019/630, 526 Limpsfield Road and 1 Birch Way. A final assessment of this application will take place at the next Planning Committee meeting on the 25th June. KP
The Clerk and Cllr Prew are to arrange the temporary use, by the Committee, of a large SB
screen monitor to see if it makes the review of complex planning applications any easier.
Cllr David Cooley left the meeting during the next item 16b.
- b) Cllr Bloore had circulated a briefing, prior to the meeting, suggesting that the Council consider the feasibility of a Neighbourhood Plan (NP) for Warlingham. After a brief RB
discussion it was agreed that Cllrs Bloore, Lister and Morrow attend a meeting (Cllr CL
Bloore to arrange) with the NP Officer at TDC to discuss the principles of SM
Neighbourhood Planning before the subject is brought back to the full Council for consideration and possibly a presentation on the topic.
- 17. FINANCE**
The Clerk provided verbal confirmation of the Council's bank balances as at 31 May 2019 as follows: current account £63,576.77 and savings account £53,107.75. These balances included £40,652.94 of Community Infrastructure Levy (CIL) funds. The Clerk also confirmed that since 1 April 2019, the Council had made payments of £10,762.22 and received funds of £54,732.99. The latter was made up of the half-year precept instalment of £36,481, CIL of £18,052.94 and £199.05 of Library income.
The Clerk confirmed that the mandate with respect to the Council's savings account was in place and that a review of an alternative savings provider was ongoing. In addition, the next SB
VAT reclaim would be completed by the end of the next financial quarter. SB
- 18. WARLINGHAM APPEARANCE**
The Clerk confirmed that the agent representing the land owner of the horse field at the top of Hillbury Road had agreed to check for accumulated litter along the field's boundary edge. SB
The Clerk to monitor the situation to see if the appearance improves over the coming weeks. SB
- 19. COMMUNICATIONS**
- a) Cllr Lister to write the next CR6 magazine article on the subjects of 'halos' at the zebra crossing on the Green, the recent changes to the Bond Road CRC by SCC, a note about the Warlingham Fair and an appeal for a volunteer snow clearance coordinator. CL
- b) Cllrs Prew and Ralph to add articles to the Council's website and Facebook site appealing for a snow clearance coordinator, highlighting the imminent temporary closure of Narrow Lane due to scheduled roadworks and to invite residents to visit the Council's ER

stall at the Warlingham Fair.

20. PAYMENTS

Cllrs authorised the list of payments (see Appendix 2: Schedule of Payments) totalling **SB** £13,081.09. The Clerk to dispense payments.

21. NEXT MEETING

Cllrs noted that the next scheduled meeting will take place on Wednesday 3 July. **ALL**

22. 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 Simon Morrow (Chair), Charles Lister, Jeremy Pursehouse and Keith Prew
REMEMBRANCE DAY WORKING GROUP Nathan Adams and Keith Prew
WARLINGHAM WALKS WORKING GROUP Anna Patel
RESPONSIBILITIES:
COMMON LAND Charles Lister
PUBLIC ACCESS DEFIBRILLATOR (LIBRARY) Geoffrey Kempster, Anna Patel and Nathan Adams.
PUBLICITY Charles Lister
SNOW CLEARING COORDINATOR (To be advised)
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: Schedule of Payments

Chq No.	Payee	Amount £	Comments
DD*	SSE (Southern Electric)	43.03	Power to the Green Q.1. 2019/20 (inc VAT)
1884	Surrey County Council	5,526.90	Library assistant(s) for Q.1. 2019/20 (inc VAT)
1885	P J Cheesewright	280.00	Replacement of wooden bollards
1886	Stephen Garrett Surveying Ltd	2,496.00	Quantity Surveying Services - Green Improvement Scheme (inc VAT)
DD*	Integrating Solutions Limited	16.08	Library photocopier provision (inc VAT)
1887	Simon Bold	*****	Clerk's salary for May 2019
1888	Simon Bold	89.92	Expenses in May 2019 claimed by the Clerk
1889	Tina Picanza	*****	Library volunteer coordinator's salary for May 2019 (and backdated hours for April 2019)
1890	Tina Picanza	7.30	Expenses in May 2019 claimed by the Library Coordinator
1891	Surrey Pension Fund	267.00	Employee and employer pension contributions for May 2019
1892	CJS Plants Ltd	3,138.00	Hanging baskets (annual supply and maintenance) and watering of containers on the Green for the summer (inc VAT)
1893	Fusion Event Services	70.00	Audio equipment and support for Annual Parish Meeting in May 2019
	TOTAL	£13,081.09	

**paid by direct debit*