

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

Charles Lister (Chair), Robin Bloore, Geoffrey Kempster,
Anna Patel, Keith Prew, Jeremy Pursehouse and
Cindy Steer.

Attending:

County Cllr Becky Rush

Meeting opened at 7:55pm and closed at 10:05pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Nathan Adams, David Cooley, Simon Morrow and Ed Ralph had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

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

No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda (*see also item 6 below*).

3. MINUTES

Cllrs approved the minutes of the 5 June 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 confirmed that he had not received any information from Surrey County Council (SCC) in respect of the cost of installing the additional parking spaces at Blanchmans Road and whether an additional dropped kerb is feasible for Westhall Road (opposite School Common). He also confirmed that he will continue to chase up Tandridge District Council (TDC) for details of the cost of protection measures around School Common. SB

The Clerk advised that the Parish Council is still waiting for a signed licence from SCC in respect of the Library (and its 'out-of-hours' use).

The Clerk confirmed that no-one had been in touch about becoming the Council's snow clearance coordinator – the Clerk to check with Ed Ralph that an article has been uploaded to Facebook. SB
ER

5. LOCAL PLAN

The Local Plan Programme Officer had acknowledged the Parish Council's wish to make a representation to the Planning Inspector about proposed sites in Warlingham and in particular the land earmarked for the relocation of Warlingham Village Primary School (despite no definitive proposal from SCC to move the school). Cllrs agreed to prepare a representation in readiness and to discuss this at an additional meeting of Cllrs in September. The Clerk to circulate possible dates for this 'extraordinary' meeting nearer the time. SB

6. SURREY HIGHWAYS

In response to a request from the Parish Council, County Cllr Rush had offered to contribute 50% towards the cost of new LED halos to be installed at the zebra crossing outside 413 Limsfield Road (near the Green). At the Council's last meeting, £2,000 had been committed from earmarked reserves and in order to make up the remaining shortfall Cllrs agreed to add a further £410 from Community Infrastructure Levy funds (a reserve currently totalling £40,653). The Clerk to contact SCC to secure this funding package. SB

Cllrs to continue to monitor SCC's cutting of highways verges and to let the Clerk know of any issues that arise. ALL

During the discussion that followed, Cllr Pursehouse declared an 'other interest' in respect of the subject of local events in Warlingham.

- Cllrs noted that Go Ahead London (operators of the no.403 bus service) had written to advise that inconsiderate parking along sections of the Limpsfield Road during a recent sports event had stopped buses from passing through. As a result, the bus service had been truncated at Sanderstead for a number of hours. It was agreed that the Clerk write to local venues to ask that they consider the deployment of a parking strategy, including the use of marshals, to minimise disruption to others. The Clerk to advise the bus company to contact the venue along similar lines. SB
- In light of an imminent roadside waste bin refurbishment programme by TDC, it was agreed that Cllrs should review the bins across Warlingham to record the suitability of their capacity, location and style (lidded or open). This review to include dog-waste bins and any potential new locations for bins (up to a short distance from the highway). The results to be fed back via County Cllr Rush before September. ALL
- 7. BOND ROAD COMMUNITY RECYCLING CENTRE (CRC)**
Cllr Pursehouse reported that a recent meeting with the SCC Waste & Recycling Task Group had been generally positive with several new proposals emerging with respect to local CRCs. It was expected that new proposals will be considered at a meeting of SCC cabinet members in the Autumn.
- 8. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS**
Cllrs discussed the Parish Council's presence at the Warlingham Fair and all agreed that it is an important opportunity to engage with residents. It was agreed to try to raise the profile of the Council at such events. The Clerk to obtain an estimate of costs for a new banner for the gazebo and two 'tear-drop' flags and to purchase lanyards and name cards for Cllrs to wear at this and other public events. Cllrs also requested that preparations for next year's event be discussed in the Spring of 2020. SB
- The Clerk reminded Cllrs of an invitation from the Chairman of TDC to a charity event at Blanchman's Farm Local Nature Reserve later in the month – several Cllrs confirmed that they will attend.
- The Clerk to invite TDC's Community Officer from the new Locality Team to the Parish Council's October meeting to introduce himself and explain the role to everyone. SB
- 9. TRAINING**
Cllrs acknowledged receipt of the latest Surrey Association of Local Councils schedule of training courses. Cllr Lister emphasised the benefit of training to individuals and the Council as a whole. Cllrs to notify the Clerk of any courses they wish to attend. ALL
- 10. WARLINGHAM GREEN**
- a) No banner requests had been received. The Clerk noted the need to provide clearer instructions to those granted permission about the dates of display in future. SB
- b) Cllr Bloore confirmed that restoration work had commenced on the War Memorial following receipt of permissions from all interested parties. Work to continue through to early August.
- c) Cllr Lister provided a brief report of the recent Warlingham Green Improvement Working Group meeting.
The Council agreed to the Working Group's proposal to undertake work (including a detailed topographical survey) to produce specifications and costings to enable the Council to move forward with discussions about funding a Phase 1 (partial build) of the overall scheme. It was noted that the total expenditure for this work needed to be within the remaining balance of the current year's earmarked reserve of £5,499. Indicative quotes obtained for surveying were below £3,000 and so the remaining balance of funds for other Phase 1 work was estimated to be £2,500. The Clerk to instruct the architect to proceed and to select the surveyor offering best value. SB
The Working group to meet again in September.
- 11. COMMON LAND**
The Clerk had obtained quotes to enable Cllrs to choose between either replacement posts or

an extension to the existing bund as methods of ensuring the continued protection of the Common Land from incursion. Cllrs agreed to extend the bund at a cost of £1,180 (plus VAT) as it would provide a more durable defence without the ongoing need for maintenance. Cllrs acknowledged that due to the importance of this work, funding which would go above the current budget, should be drawn from general reserves. The Clerk to instruct the contractor to proceed and to ascertain whether any of the land ditches require clearance.

SB

12. CORRESPONDENCE AND CONSULTATIONS

Cllr Pursehouse provided a brief overview of the TDC Local Green Spaces consultation following a meeting with TDC Officers. TDC is expected to produce proposals in the Autumn which will include the future provision for play equipment across the District.

The Clerk advised that he would complete a declaration, on behalf of the Council, for the Pensions Regulator by 31 December 2019 (following receipt of a reminder).

SB

13. PLANNING

a) Cllr Prew provided a summary of the Planning Committee meeting of 25 June 2019. He added that the Committee intended to persevere without A1 plans or a large screen for the time-being.

The Clerk to obtain an update on the status of the Covers Farm proposal to develop land near Westerham (which may have an impact on the number of HGVs using local roads).

SB

b) Cllr Bloore confirmed that he had arranged a meeting later in July with TDC officers to discuss the subject of Neighbourhood Planning. It was agreed to include a presentation by TDC on this subject at the Parish Council's meeting on 4 September.

RB

14. FINANCE

a) Cllrs reviewed the quarterly financial summary (unaudited) to 30 June 2019 which had been circulated by the Clerk prior to the meeting. Cllr Steer reconciled the summary with the Council's bank statements in accordance with Financial Regulations. Cllrs also noted the variance report provided by the Clerk.

b) Cllrs approved the updated Financial Regulations, which had been circulated by the Clerk prior to the meeting, subject to an amendment to 11(h). The Clerk to issue.

SB

c) The Clerk advised that the Council should consider the adoption of an investment policy before it decides whether or not to put some of the council's general reserves in a short-term/ low risk investment. A policy would set out how funds are to be monitored and controlled by the council to further reduce the risks. Cllrs agreed and the Clerk to draft a simple policy for review at the next meeting.

SB

15. POLICIES & PROCEDURES

a) Cllr Lister had circulated a revised Complaints Policy for consideration by Cllrs. This was adopted without amendment. The Clerk to issue.

SB

b) The Clerk had circulated a document setting out procedures to be followed in respect of Council vacancies. Cllrs acknowledged receipt for future reference.

16. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of a new volunteer to coordinate snow clearance, the feedback from the SCC Waste & Recycling Task Group, updates on the LED halos and work being carried out on the War Memorial.

CL

b) Cllrs Prew and Ralph to add news items on the same topics at 16a) to the Council's website and Facebook.

KP

ER

17. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £2,927.61. The Clerk to dispense these payments.

Cllrs also authorised expenditure in respect of the employees' salary and pension payments for July (given the absence of a scheduled council meeting in August).

18. NEXT MEETING

Cllrs noted that the next scheduled meeting will take place on Wednesday 4 September. ALL

**19. 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
1894	DM Payroll Services Ltd	102.00	Administration of payroll 2019/20
1895	Simon Bold	*****	Clerk's salary for June 2019
1896	Simon Bold	38.95	Expenses in June 2019 claimed by the Clerk
1897	Tina Picanza	*****	Library volunteer coordinator's salary for June 2019
1898	Tina Picanza	34.35	Expenses in June 2019 claimed by the Library Coordinator
1899	Surrey Pension Fund	267.00	Employee and employer pension contributions for June 2019
1900	HM Revenue & Customs	1,108.77	PAYE (Tax & NI) for Q1. of 2019/20
1901	Nick Dance	216.00	Grass cutting at Common Land (inc. £36 VAT)
	TOTAL	£2,927.61	