

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

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

**Attending:**

County Cllr Becky Rush (part)

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

In attendance: Simon Bold, Clerk

**1. APOLOGIES**

Cllrs David Cooley, Jeremy Pursehouse 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 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.

**3. MINUTES**

Cllrs approved the minutes of the 3 July 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**

Cllrs agreed to discuss the topic of the Local Plan Public Hearing at the next Council meeting in October. The Clerk confirmed that the land protection measures at the Common Land had been successfully installed.

**5. HIGHWAYS AND TRANSPORT**

Prior to the meeting, the Clerk had circulated a revised cost for the installation of LED halos at the zebra crossing outside 413 Limpsfield Road. The total cost had increased by £240 and Cllrs agreed to continue to support 50% of the total cost on the basis that County Cllr Rush also continued to fund the other 50% (the Council's additional £120 to come from Community Infrastructure Levy funds). The Clerk to arrange payment to Surrey County Council (SCC). SB

Cllrs discussed and agreed the Council's response to proposals from Tandridge District Council (TDC) to replace on-street bins throughout Tandridge. The Clerk to send the response before 27<sup>th</sup> September. SB

The Clerk provided a summary of issues recently reported to SCC Highways – most had been successfully resolved except for the request to install a dropped kerb on the west side of Westhall Road. SCC had confirmed that no funding was currently available for accessibility improvements in the Tandridge area.

The Clerk to notify the NatWest property agent of two loose paving slabs outside the building on Warlingham Green (privately owned land). SB

The Clerk confirmed that the Parish Council had received a refund of £2,115.71 in respect of the Council's contribution to the installation of additional parking spaces on Blanchmans Road. The Clerk to provide confirmation of the net cost of the work to Cllrs after the meeting. SB  
The Council's East Surrey Transport Committee representative had confirmed that he would be attending the Committee's next meeting on 11 September.

**6. BOND ROAD COMMUNITY RECYCLING CENTRE (CRC)**

Cllrs agreed to discuss this topic at the next Council meeting (by which time more should be known about revised SCC proposals on the future of local CRCs).

**7. NEIGHBOURHOOD PLANNING**

Cllrs discussed the content of the presentation by Anna Cronin of TDC (given prior to the meeting) and exchanged views on the merits of undertaking a Neighbourhood Plan (NP). All

agreed that further research would be helpful to take the NP debate forward and in particular to identify likely costs and benefits. The significant effort required to produce a NP was noted.

Cllr Prew agreed to consider whether there are issues facing the Parish that may be suitable to take forward via a NP – to this end it was agreed that everyone should review the most recent Warlingham Parish Plan. Cllr Bloore volunteered to talk to those neighbouring parishes that had experience of Neighbourhood Planning and Cllr Ralph agreed to research the Locality website (in relation to the NP process and possible funding sources).

## 8. WARLINGHAM GREEN

- a) The Clerk provided a summary of banner requests and approvals since the last meeting. In accordance with a previous approval, the Clerk to remind the organisers of the recent Sausage & Cider event to provide supplementary information. SB
- b) Cllr Bloore confirmed that the War Memorial's lettering had been 'sharpened' and the entire monument cleaned. The full rifle repair was due to be completed before the end of September and Cllr Bloore to provide a further update at the next meeting. RB
- c) Cllr Morrow advised that the next Warlingham Green Improvement Working Group meeting had been rescheduled to late October because the topographical survey had only just been completed. The Clerk to chase up a response from SCC with respect to drainage information for the site. SB

## 9. PLANNING

Cllr Prew provided a summary of the Planning Committee meetings of 16<sup>th</sup> July, 6<sup>th</sup> August and 27<sup>th</sup> August 2019. He also confirmed that the Committee was monitoring the status of the Covers Farm Quarry site, near Westerham and that there was nothing to report currently.

## 10. LIBRARY

Cllr Prew confirmed that the new Licence had been received and signed in readiness for its return to SCC for counter-signing – the Clerk to action. Cllr Prew also gave a verbal report of recent Library activity and Cllr Morrow remarked that the number of visits was slightly up. The Clerk advised that he had written to the Warlingham Fair Committee asking that the Library and Parish stalls be adjacent in 2020 as requested by the Library Committee. SB

## 11. KENNEL FARM

Cllr Lister reported that he will conclude his assessment of the information gathered in respect of evidencing a public right of way across the land and report back to Cllrs at the next meeting. CL

## 12. FINANCE

- a) The Clerk confirmed that he would circulate a financial summary and report of reserves for the financial year ending 31<sup>st</sup> August 2019 shortly after the meeting - he had been unable to prepare this information in time for the meeting. SB
- b) Cllrs discussed the draft Investment Policy Statement circulated by the Clerk prior to the meeting. This document was approved subject to a number of amendments. The Clerk to issue. SB
- c) The Clerk had circulated details of the CCLA's Public Sector Deposit Fund prior to the meeting. Cllrs discussed and agreed to transfer £25,000 of reserves to this product with the intention of earning the Council greater income while retaining immediate access to funds. The Clerk to arrange the completion of the application form and transfer of funds. SB
- d) Cllrs reviewed the existing Grant Scheme criteria and agreed minor amendments for 2019. Cllrs agreed to launch the Scheme on this basis and set the 31<sup>st</sup> October 2019 as the deadline for receipt of applications. A meeting, to review applications, was scheduled for November. The Clerk to publicise the Scheme and book the review meeting at the Library. SB

## 13. STAFFING

The Clerk was pleased to confirm that he had successfully completed the Certificate in Local Council Administration and Cllrs offered their congratulations. As a consequence, the Council retains the use of the General Power of Competence and, in accordance with the

Contract of Employment, the Clerk receives an increase in pay (by one spine point) with effect from the start of September which Cllrs acknowledged.

#### 14. TRAINING

Cllrs approved Cllr Prew's request to attend a 'Neighbourhood Planning Briefing & Awareness' course hosted by the Surrey Association of Local Councils (SSALC) at a cost of £70 + VAT. The Clerk highlighted a couple of SSALC training courses appropriate to Council Clerks and Cllrs approved the Clerk's attendance of the 'Introduction to Project Management' course at a maximum cost of £120 + VAT. The Clerk to book.

SB

#### 15. AUDIT

The Clerk had circulated, prior to the meeting, the External Auditor's report and Certificate for the year ending 31 March 2019 – no issues or other matters had been raised. Cllrs acknowledged the outcome and agreed that, therefore, no action plan was necessary.

SB

The Clerk to issue the public Notice of Conclusion of Audit before the 30th September.

#### 16. POLICIES & PROCEDURES

Cllr Lister provided Cllrs with copies of amendments to Standing Order 19 'Handling Staff Matters' that reflected current Council procedures. These changes were agreed by Cllrs and the Clerk to incorporate into Standing Orders and re-issue the full document.

SB

#### 17. CORRESPONDENCE AND CONSULTATIONS

The Clerk raised a couple of items of correspondence that he felt might be of interest to Cllrs. No queries or questions were raised.

#### 18. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllrs Adams and Kempster confirmed that they will attend the annual members meeting of the South East Coast Ambulance Service later in September.

NA

Cllr Bloore confirmed that he and others had attended the successful charitable event at Blanchman's Farm Local Nature Reserve (LNR) hosted by the Chairman and Consort of TDC. Cllr Prew had also attended the most recent meeting of the Blanchman's Farm LNR Management Committee and Cllr Lister the 50<sup>th</sup> anniversary meeting of the local WI.

GK

#### 19. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of the land protection bund recently installed on the Common Land and the Council's recent discussions about Neighbourhood Planning.

CL

b) Cllrs Prew and Ralph to add articles relating to the Council's appeal for a volunteer snow clearance coordinator and the update on the Common Land bund (see 19a) to the Council's website and Facebook.

KP

ER

#### 20. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £17,809.66. The Clerk to dispense these payments.

SB

Cllrs also authorised maximum expenditure of £125 in respect of the annual meeting of all Library volunteers - the Clerk to confirm this decision to the Library Volunteer Coordinator.

SB

#### 21. NEXT MEETING

Cllrs noted that the next scheduled meeting will take place on Wednesday 2 October.

ALL

#### 22. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

Nothing was discussed under this item.

**Appendix 1 - Schedule of Payments August & September 2019**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
1902 <sup>#</sup>	Simon Bold	*****	Clerk's salary for July 2019
1903 <sup>#</sup>	Tina Picanza	*****	Library volunteer coordinator's salary for July 2019
1904 <sup>#</sup>	Tina Picanza	14.00	Expenses in July 2019 claimed by the Library Coordinator
1905 <sup>#</sup>	Surrey Pension Fund	267.00	Employee and employer pension contributions for July 2019
1906	Surrey County Council	5,526.90	Library assistants for Q.2, 2019/20 (inc. VAT)
DD*	SSE (Southern Electric)	46.41	Power to the Green for Q.2, 2019/20 (inc. VAT)
1907	- SPOILED -	00.00	- SPOILED -
1908	PKF Littlejohn LLP	360.00	Annual external audit for the year ending 31 March 2019 (inc. VAT)
1909	Tandridge District Council	4,878.00	Contribution to School Common land protection measures (inc. VAT)
DD*	Integrating Solutions Limited	20.21	Library photocopier provision for the quarter ending 31 July 2019 (inc. VAT)
1910	SSALC Limited	84.00	Neighbourhood Planning briefing (inc. VAT)
1911	Surrey County Council	2,530.00	Contribution to installation of zebra crossing 'halos' on the Limpsfield Road.
1912	- SPOILED -	00.00	- SPOILED -
1913	Simon Bold	49.14	Expenses in July and August 2019 claimed by the Clerk
1914	Tina Picanza	*****	Library volunteer coordinator's salary for August 2019
1915	Tina Picanza	30.52	Expenses in August 2019 claimed by the Library Coordinator
1916	Surrey Pension Fund	267.00	Employee and employer pension contributions for August 2019
1917	Nick Dance	1,416.00	Common Land protection measures (inc. VAT)
1918	Simon Bold	*****	Clerk's salary for August 2019
	<b>Total</b>	<b>17,809.66</b>	

*<sup>#</sup>paid in August in accordance with approval in July.*

*\*paid by direct debit*