

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON
2 OCTOBER 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, Jeremy Pursehouse,
Ed Ralph and Cindy Steer.

Attending:

1 visitor (part)
County Cllr Becky Rush (part)

Meeting opened at 7:58pm and closed at 9:58pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllr David Cooley had provided his 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 4 September 2019 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website. SB

At this point in the meeting, items 5 and 6 were brought forward to enable these topics to be discussed earlier in proceedings. The original order of agenda items is maintained here for ease of reference with the published agenda.

4. MATTERS ARISING

In respect of preparing for winter, Cllr Prew agreed to check salt bins and ask Tandridge District Council (TDC) to top-up supplies where necessary. It was agreed that Cllrs should contact those people they think might be willing to become the Council's snow clearance volunteer coordinator and to keep the Clerk advised. KP ALL

The Clerk to chase-up Surrey County Council (SCC) for the completed Library Licence. SB

Cllr Morrow advised that the transfer of on-street parking enforcement from Reigate & Banstead Borough Council to Sevenoaks District Council by TDC was currently subject to delay. It was agreed to bring this topic back for discussion early next year.

It was also agreed to review the topics of Kennel Farm, the Council's Risk Register and TDC's Locality Team at the next meeting. The Clerk to include these items on the next agenda. SB

5. HIGHWAYS AND TRANSPORT

The Clerk confirmed that the Parish Council's contribution towards LED halos for the zebra crossing opposite 413 Limpsfield Road had been paid and that he had chased up SCC for an installation date.

The Clerk also confirmed that two loose paving slabs outside the Nat West Bank building had been fixed in place.

6. BOND ROAD COMMUNITY RECYCLING CENTRE (CRC)

Cllrs had received an update on this topic from County Cllr Becky Rush prior to the start of the meeting and also received a copy of the SCC Waste Task Group report which included a recommendation to keep all CRCs open. A decision on the future of the CRCs was expected to be made by SCC on 29 October.

Cllrs acknowledged the work by the County Cllr and Geoffrey Kempster with respect to retaining the Bond Road CRC.

The meeting was temporarily adjourned for a short period at this point

Item 7 and subsequent agenda items were discussed immediately after item 4 but recorded here in the minutes for ease of reference.

7. TANDRIDGE DISTRICT COUNCIL'S LOCAL PLAN

Cllr Morrow set out what is expected to happen at the Public Hearing. The Examiner may give the Parish Council, along with those others registered to participate, an opportunity to raise new information that has come to light since TDC last consulted in its draft Local Plan. In response, the Examiner will judge whether the additional information has relevance or not to his assessment of the soundness of the Plan.

Cllr Morrow summarised the Parish Council's consultation responses in respect of TDC's proposed housing sites in Warlingham - Cllrs agreed that nothing more needed to be raised in respect of sites HSG16 to HSG18. In respect of HSG15 (Land West of Limpsfield Road) Cllrs felt that Cllrs Morrow and Pursehouse, who will attend the Hearing on behalf of the Parish Council, should (if given the opportunity) make the point that SCC has no current intention to build a new school in Warlingham and current evidence does not indicate that a new school is necessary. If SCC cannot prove the need, the space allocated for this, within HSG15, should remain available for a community use (and not given over to additional housing).

SM
JP**8. NEIGHBOURHOOD PLANNING**

Cllrs Bloore, Prew and Ralph reported on their research into different aspects of neighbourhood planning. After some consideration, Cllrs felt that more information was required before the desirability and feasibility of a Neighbourhood Plan for Warlingham could be assessed. Cllrs Bloore, Prew and Ralph to continue with their research and report back at the January meeting.

RB
KP
ER**9. FINANCE**

a) Cllrs reviewed the quarterly financial summary (unaudited) to 30 September 2019 which had been circulated by the Clerk prior to the meeting. Cllr Morrow reconciled this summary with the Council's bank statements in accordance with Financial Regulations. Cllrs also noted the overview of variances provided by the Clerk.

b) The Clerk confirmed that he had submitted VAT reclaims to HMRC for the 2017/18 and 2018/19 financial years.

c) In respect of the recent decision to transfer some of the Council's funds to an investment product, Cllrs resolved to invest into Qualifying Money Market Funds namely those within the CCLA Public Sector Deposit Fund (PSDF) and to permit Cllrs Bloore, Morrow, Patel and Steer, as well as the Clerk, to be those authorised and named in Section 3 of the PSDF application form. The Clerk to arrange completion of the form and submit to CCLA.

SB

d) All Cllrs to notify the Clerk by the 10th November of items for inclusion in the Council's initial 2020/21 budget proposals. Cllrs to discuss the draft budget at the December meeting and agree the final budget (and precept) at the January meeting.

ALL

10. WARLINGHAM GREEN

a) The Clerk reported on the banner approval granted during the last month in respect of the WWI commemorative event.

Cllrs noted the recent planning application in respect of the redevelopment of 42-44 Warlingham Green (the NatWest Bank site).

b) Cllr Bloore reported on the status of the War Memorial restoration work. Cllrs remarked on the very successful reinstatement of the rifle and the high standard of work generally. Cllr Bloore confirmed that the Surrey Historic Buildings Trust had agreed to make the £500 grant payment to the Parish Council. Cllrs agreed the press release that had been prepared by Cllr Pursehouse - the Clerk to issue.

SB

Cllr Bloore and the Clerk to meet before the end of the month in order to finalise the submission of the War Memorial Trust's 'Completion Report' in accordance with the terms of their grant approval.

RB
SB

c) Cllr Morrow reported that the architect was currently preparing a selection of options that could feature within Phase 1 of the Warlingham Green Improvement Scheme – these were due to be considered at the next Working Group meeting later in the month. Cllrs

agreed expenditure of £450 (£224 from earmarked reserves and £226 from Community Infrastructure Levy reserves) in respect of the architect's fee to prepare and attend the next Working Group meeting and the cost of obtaining drainage information from Thames Water (e.g. mains water and sewers).

11. WARLINGHAM APPEARANCE

Cllrs discussed the possibility of spring bulb planting. However, some Cllrs felt that wild flowers around Warlingham, including School Common, might be a suitable alternative and Cllr Patel agreed to investigate and report back early next year.

AP

Cllr Patel to complete the arrangements for a Litter Pick of the Common Land on the 2nd November at 10am. All Cllrs to attend if available.

AP

ALL

12. PLANNING

a) Cllr Prew provided a summary of the Planning Committee meeting of 24th September.

b) Cllrs reviewed the comments made by Planning Committee members with respect to TDC's proposals to reinstate paper copies of planning applications to Parish Councils. It was agreed to select 'Service A' at an annual cost of £1,000 (against a budget line of £1,900) as this would provide all critical information and plans at up to A1. It was also acknowledged that this would enable the Library to reinstate the public's access to paper plans. The Clerk to send the Council's decision to TDC.

SB

13. STAFFING

Cllr Lister briefly outlined his timings for completing the Clerk's appraisal. Cllrs Prew and Steer to liaise with Cllr Lister prior to the Clerk's appraisal meeting at the end of the month. A completed appraisal form to be circulated to all Cllrs prior to the next meeting.

KP

CS

CL

14. POLICIES & PROCEDURES

Cllrs reviewed and agreed:

a) the updated Terms of Reference for the Remembrance Day Working Group which had been prepared by Cllr Adams and the Clerk with one addition relating to the appointment of the chairman.

b) revised Financial Regulations amending item 4 and adding a definition of RFO (Responsible Finance Officer). This document had also been checked by the Clerk for its conformity with the current model regulations from the National Association of Local Councils.

SB

The Clerk to issues both documents.

15. 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.

16. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllr Bloore confirmed that he had attended, along with other guests, a successful and informative visit to Lingfield Nature Reserve hosted by the Chairman of TDC.

Cllrs Adams, Bloore and Lister (as Chair of the Parish Council) had attended the equally successful WWI Commemorative event at the Church Hall.

The Clerk to circulate the dates of future TDC Parish Assembly meetings to all Cllrs.

SB

Cllr Adams had provided, prior to the meeting, a detailed breakdown of proposed expenditure in respect of Remembrance Sunday. The Council approved £320 towards the event and acknowledged that although this was in excess of the budget line it could be offset against the under-spend on obtaining paper planning applications from TDC.

In addition, the Council agreed a donation of £25 for a wreath to be laid by the Parish Council on Remembrance Day – the Clerk to obtain.

SB

17. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of the refurbishment of the War Memorial and details of the next Litter Pick.

CL

b) Cllrs Prew and Ralph to add articles on the same topics as 17a to the Council's website and Facebook respectively.

KP

ER

18. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £11,145.77. The Clerk to dispense these payments. SB

Cllrs also authorised expenditure of £40 in respect of a 'Volunteer Management' training course organised by Tandridge Voluntary Action to be attended by Tina Picanza, the Library Volunteer Coordinator. TP

19. NEXT MEETING

Cllrs noted that the next scheduled meeting will take place on Wednesday 6 November. Cllr ALL Steer provided her apologies in advance.

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

Nothing was discussed under this item.

Appendix 1 - Schedule of Payments October 2019

Chq No.	Payee	Amount £	Comments
1919	East Surrey Transport Committee	20.00	Annual subscription for 2019/20.
1920	Hook Survey Partnership	2,700.00	Topographical survey of Warlingham Green inc VAT (£2,250 net)
1921	Tandridge Voluntary Action (TVA)	20.00	Training – Volunteering and the Law
1922	Nick Dance	216.00	Grass cut of the Common Land in September in VAT (£180 net)
1923	Simon Bold	*****	Clerk's salary for September 2019
1924	Simon Bold	40.60	Expenses in September claimed by the Clerk
1925	Tina Picanza	*****	Library volunteer coordinator's salary for September 2019
1926	Tina Picanza	35.42	Expenses in September 2019 claimed by the Library Coordinator
1927	Surrey Pension Fund	257.10	Employee and employer pension contributions for September 2019
1928	HM Revenue & Customs	1,089.88	PAYE (Tax & NI) for Q.2. of 2019/20
1929	SSALC Limited	72.00	Training – Introduction to Project Management inc VAT (£60 net).
1930	Surrey County Council	5,526.90	Library assistants for Q.3. of 2019/20 inc VAT (£4,605.75 net)
DD*	Information Commissioner	35.00	Data Protection Registry renewal (2019/20)
	Total	11,145.77	

*paid by direct debit