

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON
6 NOVEMBER 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 and Ed Ralph.

Attending:

1 visitor (part)

Meeting opened at 7:45pm and closed at 22:05pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs David Cooley 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.

Cllr Pursehouse declared an 'other interest' in respect of items 9 (Warlingham Green) and 17 (Events) on the agenda.

Cllr Bloore declared both a Disclosable Pecuniary Interest and 'other interest' prior in respect of item 17 (Events) and did not participate in discussions related to that item.

Cllr Ralph declared a Disclosable Pecuniary Interest in respect of items 9 (Warlingham Green) and 17 (Events) on the agenda and did not participate in discussions relating to those items.

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 2 October 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 Bloore and Pursehouse agreed to help find a local person to act as the Council's snow clearance volunteer coordinator. RB
JP

The Clerk confirmed that he had submitted the War Memorial Trust's Completion Report in accordance with the terms of their grant award scheme. He also confirmed that the Library Licence had been signed and a copy returned to him by Surrey County Council (SCC).

Cllr Lister advised that he planned to provide an update on Kennel Farm at a future meeting. CL

5. HIGHWAYS AND TRANSPORT

The Clerk reported that SCC Highways had given a commitment to install the LED halos at the zebra crossing outside 413 Limpsfield Road by the 10th January 2020.

Members of the Planning Committee raised concerns about comments made by SCC with respect to parking around the Green and adjacent roads (in relation to planning application 2019/1535, 42-44 The Green). Cllrs agreed that the Committee should raise the matter by letter with the SCC Cabinet Member for Highways, copied to County Cllr Rush, stating that SCC's comments created an erroneous impression of the general situation which was unhelpful in terms of the Council's specific objection to the development but also in lobbying others to help alleviate parking problems for residents, businesses and visitors to Warlingham. The Clerk to send the letter on behalf of the Council. SB

The Clerk to write to County Cllr Rush requesting that she arrange for a 'No HGV' sign to be permanently installed at the edge of Wapses Lodge roundabout at the approach to Succombs Hill. SB

6. BOND ROAD COMMUNITY RECYCLING CENTRE (CRC)

Cllrs were pleased to note that the SCC Cabinet had approved the retention of all local CRCs, including Bond Road in Warlingham but also noted that no further details had been provided

such as materials to be accepted and opening times.

7. TANDRIDGE DISTRICT COUNCIL'S LOCAL PLAN

Cllrs Morrow and Pursehouse provided a report of their participation in the Local Plan public hearing in respect of the proposed housing sites in Warlingham. They confirmed that the points agreed by the Parish Council had been raised and heard by the planning Inspector.

As a result of discussions relating to HSG15 (Land West of Limpsfield Road), the planning Inspector instructed Tandridge District Council (TDC) to consult and report on a) the future educational need for the area and b) sites within Warlingham that could provide substitution sports playing pitches. It was noted that the consultation by TDC will include developers and the Parish Council with the results going back to the Inspector for consideration prior to the publication of his findings.

Cllrs thanked Cllrs Morrow and Pursehouse for their contribution at the hearing.

8. FINANCE

The Clerk had circulated the Council's Financial Statement as at 31 October 2019 (unaudited) which included bank balances as follows: current account £114,465.71 and savings account £53,160.72. These balances included £82,075.67 of Community Infrastructure Levy (CIL) funds. The Clerk also confirmed that in the last full calendar month, the Council had made payments of £11,145.77 and received funds of £56,844.12. The latter was made up of a CIL receipt of £41,952.73, a VAT refund of £14,358.89, Heritage Grant of £500 and bank interest.

9. WARLINGHAM GREEN – APPEARANCE AND VITALITY

The topic of flag flying protocols was carried over to the next meeting.

At this point, Cllr Ralph temporarily left the meeting.

The Clerk reported that the council had received two banner applications in respect of firework displays in 2020. Cllrs agreed that the banner policy should in future limit applications to events that are scheduled to take place no more than a year ahead.

The application in respect of the event at John Fisher Sports Club was considered. Cllrs noted that the applicant had not complied with the conditions of a prior banner approval for another event held earlier in the year - on this basis Cllrs declined permission for the display of banners in 2020.

In respect of the 2020 fireworks event planned for the Post Office Club site (Trenham Drive), Cllrs approved the display of banners on the Green in 2020 subject to the applicant providing a set of accounts for this year's event (in order to demonstrate that the not-for-profit ethos of the council's banner policy had been met).

Cllr Ralph returned to the meeting at this point.

Cllrs supported the inclusion of three additional statements, recommended by the Clerk, on all future banner approval correspondence (covering the topics of publicity, event management and event cancellation).

The Clerk to notify each applicant (above) of the respective decision.

SB

10. WARLINGHAM GREEN IMPROVEMENT WORKING GROUP

Cllr Morrow reported on the recent meeting of the Warlingham Green Improvement Working Group. He outlined the features agreed for Phase 1 of the Scheme (estimated cost circa £450,000). Cllrs agreed expenditure for the production of a detailed plan and costing of Phase 1 plus surfacing options and a meeting fee totalling £1,850 (ex VAT) funded from CIL reserves. At the next Working Group meeting it was anticipated that the Group would approve the plan relating to Phase 1, agree a choice of three surfacing types and colours for consultation and to discuss the details of the public vote on the Scheme.

The Clerk to instruct the architect to proceed with the above work and chase up, where necessary, for the presentation of invoices.

SB

11. POLICIES & PROCEDURES

Cllr Lister proposed that the Council re-format its Risk Register and periodically review the key risks (those of highest probability and greatest severity). Cllrs agreed this approach and Cllr Lister and the Clerk to provide, at a future meeting, an updated Register for consideration.

CL

SB

12. STAFFING

In light of the personal and confidential nature of the Clerk's appraisal and other matters relating to the Clerk's employment, this item was moved to sub-section 2 of the agenda and the public were excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

During item 12, the meeting was temporarily adjourned. Following the completion of item 12, the meeting continued with the public able to re-enter and attend.

13. WARLINGHAM APPEARANCE

Cllr Patel confirmed that the Litter Pick of School Common had been re-scheduled to the 16th November. The Clerk to put up notices on the Council's notice board and at the Library and Cllr Prew to update the Council's website. SB
KP

Cllr Adams confirmed that three of the benches around School Common, that were in a poor state of repair, had been reported to TDC. The Clerk to make TDC aware that some of these benches acted as a defence against unlawful incursion and that they should not be removed without alternative barriers being installed. The Clerk had reported a broken 'public footpath' finger sign at the entrance to Mint Walk to SCC for repair. SB

Cllrs to provide the Clerk with details of any local road signs in need of cleaning so that he can compile a formal request to County Cllr Rush to have them cleaned by the Highways Community Gang. ALL
SB

The Clerk to make a request to TDC to replace the damaged sign ("The Green") at Warlingham Green opposite no. 383 Limsfield Road. SB

14. PLANNING

Cllr Prew provided a summary of the Planning Committee meetings of 8th and 29th October 2019.

Cllrs discussed the appropriateness of comments made by SCC Highways in connection with planning application 2019/1535. It was agreed that the Planning Committee write to the SCC Cabinet member for Highways, copied to County Cllr Becky Rush, to make the Parish Council's position clear with respect to parking issues around the Green and neighbouring roads.

The Clerk to speak to the Library staff and relevant volunteers about the logging of planning applications ahead of the re-introduction of paper plans by TDC. SB

15. LIBRARY

Cllr Prew provided a report of the last Library Management Committee meeting. In particular, he wanted to highlight the success of the various children's activities (e.g. rhyme-time) and adults' activities (e.g. I.T. training).

Cllr Morrow advised that he had requested an extension of twelve months to the current Memorandum of Understanding with SCC and the Licence (in respect of the use of the property).

The Clerk to write to TDC requesting that they consult the public and Parish Council on the future use of the Library as a Polling Station. SB

16. CORRESPONDENCE AND CONSULTATIONS

The Clerk to write to County Cllr Rush requesting that any remaining Community Allocation be used to help fund the publicity for the vote on improvements to Warlingham Green. SB

17. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

In relation to preparations for Remembrance Day, Cllrs approved expenditure relating to refreshments for volunteers laying the protective ground matting and the cost of additional mat pins to secure everything in place. As a result, payments of £33.50 and £63.96 respectively to be included in next month's payments list. SB

The Clerk to arrange an electrician to check the uplighters around the War Memorial on the Green and obtain a quotation for any repairs. SB

The Clerk reported that the TDC Parish Assembly scheduled for the 11th December had been cancelled.

18. COMMUNICATIONS

- a) Cllr Lister to write the next CR6 magazine article covering the subjects of volunteers for the Library, volunteers to be snow angels and the TDC Local Plan Public Hearing. Cllr Morrow to provide additional text relating to the Green Improvement Project for inclusion by Cllr Lister. CL SM
- b) Cllrs Prew and Ralph to add articles on the same topics as 18a) to the Council's website and Facebook respectively. KP ER

19. PAYMENTS

Cllrs authorised, on an exceptional basis, the payment of five hours overtime to the Library Volunteer Coordinator in respect of 'Volunteer Management' training. This payment was included in the list of payments (see Appendix 1: Schedule of Payments) totalling £9,347.37 which Cllrs authorised. The Clerk to dispense these payments. SB

Cllrs also authorised expenditure of up to £50 in respect of replacement plants for the planters outside the Coop at Warlingham Green. The Clerk to purchase and plant. SB

20. NEXT MEETING

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

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

Cllrs approved the Clerk's appraisal and discussed and agreed other personal and confidential matters relating to the Clerk's employment under this part of the meeting (see also item 12 above).

Appendix 1 - Schedule of Payments November 2019

Chq No.	Payee	Amount £	Comments
1931	Rowland Brothers Funeral Directors	7,695.00	War Memorial on the Green refurbishment work (£6,412.50 net of VAT)
1932	Tandridge Voluntary Action (TVA)	40.00	Volunteer Management Training
DD*	SSE (Southern Electric)	49.77	Power to the Green for Q.3. 2019/20 (£47.40 net of VAT)
1933	Simon Bold	*****	Clerk's salary for October 2019
1934	Simon Bold	98.50	Expenses in October claimed by the Clerk
1935	Tina Picanza	*****	Library volunteer coordinator's salary for October 2019 (incl. overtime for training)
1936	Tina Picanza	13.32	Expenses in October 2019 claimed by the Library Volunteer Coordinator
1937	Surrey Pension Fund	257.10	Employee and employer pension contributions for October 2019
DD*	Integrating Solutions Limited	14.26	Library photocopier provision to October 2019 (£11.88 net of VAT)
	Total	9,347.37	

*payment made by direct debit