

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

Charles Lister (Chair), Robin Bloore, Simon Morrow,
Anna Patel, Keith Prew, Jeremy Pursehouse,
Cindy Steer and Ed Ralph.

Attending:

7 visitors (all part)

Meeting opened at 8:10pm and closed at 10:25pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Nathan Adams, David Cooley and Geoffrey Kempster had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

The Clerk confirmed that three Cllrs had made a change to their Notification of Interests form since the last meeting. As a result, the Clerk to upload a revised Register of Councillors' Interests to the Council's website. SB

No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda (see item 3 below).

3. DISPENSATION

The Clerk confirmed that a dispensation had been granted so that item 8c) could proceed unhindered with the Council able to remain quorate throughout.

4. MINUTES

Cllrs approved the minutes of the 6 November 2019 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website. SB

5. MATTERS ARISING

The Clerk advised that Tandridge District Council (TDC) would start the re-supply of paper copies of planning applications in January 2020 and that a fee of £250 would be charged (to cover the last quarter of the 2019/20 financial year).

Cllr Prew reported that a snow clearance volunteer coordinator had come forward to help the Council – all Cllrs expressed their grateful thanks.

Cllrs noted that County Cllr Becky Rush was willing, subject to a full application, to consider part funding of publicity of the Green Improvement Scheme proposals from her Members' Community Allocation.

The Clerk confirmed that the War Memorials Trust had received the Council's Completion Report and that their response could take up to six weeks.

6. TANDRIDGE DISTRICT COUNCIL'S LOCAL PLAN

Cllr Morrow and Pursehouse provided an update on housing allocation site HSG15 (Land West of Limpsfield Road) and matters relating to the relocation of Warlingham Village Primary School and the displacement of sports pitches.

Cllr Pursehouse to circulate correspondence with TDC about alternative locations for the displaced pitches. JP

The Clerk to contact the Local Plan Programme Officer to ascertain the details of further consultation with the Parish Council. Cllrs requested that it be made clear that the Council requires a reasonable amount of time to respond and that, at this stage, there was little evidence that TDC were consulting as desired. The Clerk to also contact representatives of the Save Warlingham Primary School campaign and pass information to Cllrs as appropriate. SB

7. HIGHWAYS AND TRANSPORT

Cllrs noted that the resurfacing of Farleigh Road (near the junction of Mint Walk) had been postponed by Surrey County Council (SCC) Highways until after the New Year. SB

Cllr Steer raised the subject of blocked highways gullies - Cllrs to provide the Clerk with details of problem gullies in the Parish so that, if applicable, a list can be drawn up and details sent to SCC for attention. ALL

The Clerk reported that the Countyside Access Team at SCC had advised that there were no funds available, until the next financial year, to repair the broken Public Footpath fingerpost on Mint Walk (case number PROW564097).

The Clerk confirmed that he had reported the broken 'Library' roadside sign (Limpsfield Road) to SCC for a second time (case number 1409682). He had also reminded SCC of an incomplete new double yellow line on Boxwood Way (case number 1409560)

8. FINANCE

a) The Clerk described his joint role as the Council's Responsible Finance Officer and outlined his need for help and information on occasion. It was agreed that if the Clerk required any help on a specific matter that he bring it to the attention of the Chair of a Committee or Working Group, as appropriate, for action. SB

b) The Clerk had circulated the Council's Financial Statement (unaudited) as at 30 November 2019 which showed bank balances as follows: current account £105,234.79 and savings account £53,160.72. These balances included £82,075.67 of Community Infrastructure Levy funds. The Council's payments and receipts for the financial year to date were also provided as part of the Statement. The Clerk to contact TDC for information about the cost of the by-election held earlier in the year (and an estimate of the cost of a full Council election). SB

c) Cllrs reviewed the list of proposed grant awards, following a meeting of Cllrs on the 12th November 2019, and approved expenditure as follows (listed in alphabetical order):

Organisation	Amount £
1 st Warlingham Scouts	1,000
Blanchman's Farm Local Nature Reserve	2,000
Caterham & Warlingham Citizens' Advice Bureau (CAB)	1,000
Warlingham Church Yard at All Saints' Church	1,000
Total	5,000

The Clerk to dispense payments and provide each recipient with a standard letter of terms. The Clerk to also send the Council's decision in respect of each of the remaining applications received. SB

At this point, Cllr Patel left the meeting.

d) Cllrs discussed the draft budget which had been circulated by the Clerk prior to the meeting. A number of amendments were proposed - the Clerk to incorporate these and circulate a reworked budget prior to the Council's January meeting. SB

9. WARLINGHAM GREEN – APPEARANCE AND VITALITY

Cllr Pursehouse raised the subject of flag flying on the Green – he agreed to bring a proposal to a future meeting of the Council for consideration. JP

The Clerk had circulated financial information received from the organisers of the Fireworks event held at the Post Office Club site in November 2019 – Cllrs noted that this was in compliance with the Council's Banner Policy.

Cllr Pursehouse reminded Cllrs that flyposting around the Green is not permitted and that any posters should be removed.

10. WARLINGHAM APPEARANCE

Cllr Pursehouse reported that the three benches around School Common had been repaired by TDC. Cllrs were asked to check the condition of these and other benches around the Common and report any defects to the Clerk. ALL

11. PLANNING

a) Cllr Prew provided a summary of the Planning Committee meeting of 19th November. He confirmed that the Committee had written to Matt Furniss, SCC Cabinet Member for Highways, about parking problems around the Green and adjacent roads.

- b) The Clerk advised that future meeting dates had been added to the Committee's agenda which was on display on the Council's notice board and website.

12. 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.

13. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllrs Bloore and Pursehouse briefly reported on the successful Warlingham Christmas Lights Switch-On event. The Clerk, on behalf of Cllr Adams, reminded Cllrs of the invitation to the Royal Fusiliers' memorial service taking place at All Saints' Church on the 10th January 2020.

ALL

14. COMMUNICATIONS

- a) Cllr Lister to write the next CR6 magazine article covering the subjects of grant awards and a call for additional volunteers to clear snow ('snow angels').
- b) Cllrs Prew and Ralph to add articles on the same topics as 14a) to the Council's website and Facebook respectively. Cllr Ralph to also add a message advising that SCC Highways had delayed the resurfacing of Farleigh Road (near Mint Walk).
- c) The Clerk to display the Library opening times for the Christmas and New Year period on the Council's notice board. Cllr Ralph to add this information to the Council's Facebook page too.

CL

KP

ER

SB

ER

15. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £11,338.64. The Clerk to dispense these payments.

SB

16. NEXT MEETING

- a) Cllrs noted that the next scheduled Council meeting will take place on 8 January 2020. An item on Neighbourhood Planning to be brought back for discussion in March 2020.
- b) Arrangements for the 2020 Annual Parish Assembly were not discussed in any detail.

ALL

17. 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
1938	Robin Bloore	33.50	Remembrance Day 2019 refreshments
1939	Angus Bransby	63.96	Turf mesh steel pins – ground protection in respect of Remembrance Day 2019
1940	Howard Fairbairn Project Services Ltd	1,657.21	Work relating to the last two Green Improvement Working Group meetings inc. research (£1,381.01 net of VAT)
1941	Stephen Garrett Surveying Ltd	1,170.00	Quantity Surveying services relating to budgets and meetings (£975 net of VAT)
1942	Howard Fairbairn Project Services Ltd	1,500.00	Plan amendments inc. seating and lighting plus sourcing quantity surveyor quotes (£1,250 net of VAT)
1943	Fusion Event Services	150.00	Audio equipment hire – Remembrance Day 2019
1944	Warlingham Flute Band	100.00	Attendance of Remembrance Day parade and service
1945	Simon Bold	*****	Clerk's salary for November 2019
1946	Simon Bold	70.41	Expenses in November claimed by the Clerk
1947	Tina Picanza	*****	Library volunteer coordinator's salary for November 2019
1948	Tina Picanza	11.20	Expenses in November 2019 claimed by the Library Coordinator
1949	Surrey Pension Fund	308.20	Employee and employer pension contributions for November 2019
1950	1 st Warlingham Scout Group	1,000	Grant Award
1951	All Saints' Church Warlingham	1,000	Grant Award
1952	Blanchman's Farm Nature Reserve	2,000	Grant Award
1953	Caterham and Warlingham Citizens Advice Bureau	1,000	Grant Award
	Total	11,338.64	