

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON
4 MARCH 2020 AT WARLINGHAM COMMUNITY LIBRARY IN WARLINGHAM.****Councillors (Cllrs) present:**

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

Attending:

1 visitor and
County Cllr Becky Rush (all part)

Meeting opened at 7:49pm and closed at 9:37pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Nathan Adams and David Cooley 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 Ralph declared a Disclosable Pecuniary Interest in respect of item 8 on the agenda.

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 5 February 2020 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

Cllr Prew confirmed that, with the assistance of County Cllr Becky Rush, he hoped to arrange the reattachment of the Library sign by Surrey County Council (SCC) Highways to a suitable lighting column on the Limpsfield Road. Cllr Prew to report back on progress at a future meeting, KP

Cllr Bloore offered to help the Clerk respond to the War Memorial Trust's enquiries about the Council's (grant) Completion Report. RB

5. HIGHWAYS AND TRANSPORT

Cllrs noted that SCC Highways were due to undertake remedial work to the inspection chamber outside 434, Limpsfield Road following reports of water leakage.

The Clerk reported that he was waiting for SCC to confirm when they were planning to cut the roadside verges before deciding whether to instruct the contractor to proceed with an additional cut funded by the Parish.

6. FINANCE

The Clerk had circulated the Council's Financial Statement (unaudited) as at 29 February 2020 which showed bank balances as follows: current account £56,358.08 and savings account £53,187.23. In addition, the Council had funds in the Public Sector Deposit Fund of £25,000.

These balances included £79,874.77 of Community Infrastructure Levy (CIL) funds and earmarked reserves of £15,129.76. The Council's payments and receipts for the last full month were £4,213.47 and £32.50 respectively.

Cllr Pursehouse temporarily left the meeting during the following item.

7. RISK REGISTER

Cllrs briefly discussed a draft Councillors' Risk Register circulated by Cllr Lister prior to the meeting. Cllrs broadly accepted the contents of the draft. Cllr Morrow said he had various detailed comments which would be better discussed in a smaller, dedicated,

- meeting including the risk management arrangements for the Library. The Clerk to arrange a meeting between Cllrs Lister, Morrow and Prew so that an updated Register could be presented, for approval, at the next Council meeting. SB
- 8. WARLINGHAM GREEN – APPEARANCE AND VITALITY**
- Cllr Pursehouse had provided a discussion paper on the subject of flag flying prior to the meeting. Cllrs discussed the topic but there was no clear consensus on whether to change the current flag flying arrangements – as a result, Cllrs felt it appropriate to seek the view of residents. Cllr Lister to provide a proposal on how best to proceed prior to the next meeting. CL
- Cllrs agreed to the purchase of a replacement Union Flag (with anti-fray treatment) at a cost of £132.47 (from the 2020/21 budget). The Clerk to procure. SB
- Cllrs agreed to the banner request from Warlingham Events in respect of the proposed VE Day Commemoration event on 8th May 2020. It was noted that the applicant was happy to accommodate a request from the organisers of the May Queen event to display banners for the week ending 2 May 2020. The Clerk to confirm this approval to the applicant. SB
- At this point Cllr Ralph temporarily left the meeting.*
- Cllrs discussed the additional information provided by John Fisher Sports Club in respect of recent banner requests. Cllrs voted on whether to approve the display of banners for the proposed Food Festival and Sausage & Cider events – at the request of Cllr Pursehouse the result of the vote was recorded as follows: 7 votes ‘for’ and 1 vote ‘against’.
- The Clerk to write to John Fisher Sports Club with full details of the approval and the Council’s terms and conditions. SB
- At this point Cllr Ralph returned to the meeting.*
- Cllrs noted that Tandridge District Council (TDC) had installed extra bollards to protect the Green opposite 407, Limpsfield Road. Cllr Pursehouse reported that TDC were also planning to add further bollards in order to deter persistent inconsiderate parking at other points around the Green.
- 9. PLANNING**
- Cllr Kempster provided a verbal summary of the Planning Committee meeting of 18th February 2020.
- In respect of the pending Covers Farm Quarry application (near Westerham, Kent) Cllr Pursehouse confirmed that a press release alerting the public to the Council’s concerns had been issued since the last meeting. The Clerk confirmed that Claire Coutinho MP had received the Council’s letter asking for support and that he would chase this up if nothing received within 14 days of the date of the Council’s letter. SB
- Cllr Prew to ask County Cllr Becky Rush to obtain a formal response to the application from SCC Highways. KP
- 10. WARLINGHAM APPEARANCE**
- Cllr Patel proposed that the next Litter Pick of the Common Land take place on 25th April 2020. Cllrs to confirm their availability nearer the time. ALL
- Cllr Bloore to ask the TDC Tree Officer(s) for guidance with respect to Cllrs conducting informal tree inspections e.g. following bad weather. Subsequent to obtaining advice, Cllr Lister to make a tree inspection of the Common Land. RB
CL
- The Clerk confirmed that the first cut of the Common Land would take place once the ground conditions had improved and that the cost of each cut would remain the same as last year (and within budget).
- 11. CORRESPONDENCE AND CONSULTATIONS**
- The Clerk confirmed that a relatively small number of questions and comments had arisen in respect of the Green Improvement Scheme vote. All enquiries had been acknowledged and responded to by the Clerk (with the support of members of the Green Improvement Working Group).

The Clerk also advised that a note of appreciation had been received following action by TDC, in response to a request by the Parish Council, to clear dog-fouling.

12. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllr Bloore reported that, as a TDC District Cllr, he had visited the Food Bank in Caterham to get a better understanding of the organisation and its operations.

13. COMMUNICATIONS

- a) Cllr Lister to write the next CR6 magazine article covering the subjects of the Green Improvement Scheme vote, the change of the West Ward Polling Station to Warlingham Community Library and details of the next Litter Pick. CL
- b) Cllrs Prew and Ralph to add articles on the same topics as 13a) to the Council's website and Facebook pages respectively. KP
ER

14. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £2,159.71. The Clerk to dispense these payments. The Clerk confirmed that the cost of supply and maintenance of hanging baskets and the summer watering of the troughs outside the Co-op would remain the same as last year - Cllrs were happy to proceed on this basis. SB

15. NEXT MEETING

Cllrs noted that the next Council meeting was scheduled for 1 April 2020. ALL
The Clerk to invite Claire Coutinho MP to speak at the Annual Parish Assembly scheduled for May. SB

16. 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
1971	Simon Bold	*****	Clerk's salary for February 2020
1972	Simon Bold	114.65	Expenses in February claimed by the Clerk
1973	Tina Picanza	*****	Library volunteer coordinator's salary for February 2020
1974	Tina Picanza	42.70	Expenses in February 2020 claimed by the Library Coordinator.
1975	Surrey Pension Fund	308.20	Employee and employer pension contributions for February 2020
1976	Stephen Garrett Surveying Ltd	420.00	Quantity Surveying Services – Green Improvement Phase 1 proposal (£350 net of VAT)
	Total	2,159.71	