

**MINUTES OF THE REMOTE MEETING* OF WARLINGHAM PARISH COUNCIL
HELD ON 14 APRIL 2020****Councillors (Cllrs) present:**

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

Attending:

2 visitors and
County Cllr Becky Rush (all part)

Meeting opened at 8:10pm and closed at 10:20pm

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.

Cllrs Bloore, Kempster and Pursehouse declared an 'Other Interest' in respect of the activities of 'Coronavirus Aid Chelsham, Farleigh and Warlingham' and item 7 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 4 March 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

The Clerk confirmed that the Council had received the £1,730 grant from the War Memorial Trust (in respect of refurbishment of the memorial on the Green) and that Surrey County Council (SCC) Highways had confirmed that they would fund the next cut of the roadside verges in Warlingham.

It was agreed to carry forward discussions on the draft Risk Register and further proposals on flag flying on the Green to a future meeting.

Cllr Prew to circulate the comments made by SCC Highways in response to the Kent County Council planning consultation on Cover's Farm Quarry, Westerham. Cllrs noted that both County Cllr Rush and the local MP, Claire Coutinho, were supportive of the Council's objection to the use of local roads by HGVs going to and from the proposed site. KP

The Clerk confirmed that he had sent an amended copy of the extended Library Memorandum of Understanding back to SCC for re-issue following a review by Cllr Morrow. The Clerk to sign the amended version once received back from SCC. SB

Cllrs Patel and Ralph joined the meeting at this point.

5. SCHEME OF DELEGATION

Cllrs discussed the draft document circulated by Cllr Lister prior to the meeting and, subject to a couple of minor changes, agreed to adopt the Scheme.

During the next item Cllr Steer temporarily left the meeting for a short period.

6. FINANCE

a) The Clerk had circulated, prior to the meeting, the Council's financial statement (unaudited) for the year-end 2019/20 which showed the Council's bank balances and reserves as follows: current account £55,973.34 and savings account £53,205.88.

These balances included £79,524.77 of Community Infrastructure Levy funds and earmarked reserves of £16,725.76. In addition, the Council retained a Public Sector Deposit Fund (PSDF) of £25,000. The Council's payments and receipts for the last full calendar month were £2,159.66 and £1,803.62 respectively.

b) In respect of the year-end financial statement, Cllr Morrow remarked that the Council had successfully kept expenditure just below the total budget for the year.

The Clerk briefly updated the situation with respect to the performance of the PSDF – Cllrs were content with the Fund's performance in light of the current economic situation.

c) The Clerk reported, in accordance with 4.5 of Financial Regulations, expenditure relating to the re-direction of post for six months (£313) and the first month's subscription to an upgraded version of the Zoom videoconference software (£14.39) to enable remote meetings.

7. RESPONSE TO CORONAVIRUS (COVID-19) OUTBREAK

a) Cllrs reviewed the situation in Warlingham as related by members of the Coronavirus Aid Chelsham, Farleigh and Warlingham (CACFW) group prior to the start of the meeting. Cllrs recognised that there was a short-term need for food and other assistance for a growing number of people within the community.

Cllrs reviewed the completed grant application by CACFW and agreed to award £1,000 from general reserves to help provide food boxes and other support to those in need. The Clerk to send the Council's standard grant award letter with the donation.

SB

In addition, Cllrs agreed that the Parish Council should apply for a Financial Assistance grant of £1,000 from Tandridge District Council (TDC) to be set aside for any additional funding requirement by CACFW. It was noted that any unused funds would need to be returned to TDC and that it would assist the Parish Council if the CACFW provided ongoing reports of their activities and expenditure. The Clerk to apply to TDC for the Financial Assistance grant.

SB

Cllrs also discussed a grant application received from the South East Cancer Health Centre based in Purley, Croydon. Cllrs judged that the application did not meet the local definition as set out in the grant application terms and the Council, therefore, declined to award any monies. The Clerk to notify the applicant.

SB

Cllr Morrow reported that he had consulted with a number of local businesses around the Green and Cllrs agreed that it was important to publicise the fact that many continued to provide goods and services. It was agreed to publicise this via the Council's website, Facebook, noticeboard and next CR6 magazine article (see item 10a).

b) Cllr Lister had circulated a short advisory note on the subject of 'furloughing' staff and the Government's Salary Compensation Scheme. Cllrs agreed that it was not necessary to apply these measures to the Clerk (working as usual) and Library Volunteer Coordinator. In respect of the latter it was agreed she would be re-deployed to work with the CACFW, which she was willing to do.

8. GREEN IMPROVEMENT SCHEME

Cllrs acknowledged the result of the public vote – 81% in favour - which gave the Council a mandate to implement the proposed Scheme (in phases).

Cllr Morrow to ask County Cllr Rush to make enquiries about the Future High Streets Fund as a potential source of finance. Cllrs acknowledged that due to the current Coronavirus crisis very little else could be done in the short-term to move the Scheme forward. Cllrs also noted that the role of the Working Group would change in due course to overseeing the implementation of the Project.

SM

9. CORRESPONDENCE AND CONSULTATIONS

Cllr Morrow provided a verbal update on the TDC Local Plan. He reported that Officers of the Council had submitted their modifications, following the Public Hearings, to the

Planning Inspector. Cllrs Morrow and Pursehouse expressed their frustration that District Cllrs had not been given the opportunity to try to have these modifications amended beforehand mainly due to the cancellation of the planned Planning Policy Committee due to the COVID-19 outbreak. The post-hearing response from the Planning Inspector is awaited.

Cllrs expressed their sadness at the news of the passing of Annie Andrews who had been a Parish Cllr since 2016 until last year. The Clerk, on behalf of all Cllrs, to write a letter of condolence to her husband.

SB

At this point, Cllr Pursehouse temporarily left the meeting.

10. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article covering the subjects of the Council's support of CACFW, the result of the Green Improvement Scheme vote and the sad passing of ex-Cllr Annie Andrews. Cllr Lister to also include a message reminding people to support local businesses where possible - Cllr Morrow to provide the details for inclusion by Cllr Lister.

CL

SM

b) Cllrs Prew and Ralph to add articles on the same topics as 10a) to the Council's website and Facebook respectively.

KP

ER

The Clerk to display a poster on the Council's notice board detailing those businesses situated around the Green that are continuing to operate despite the COVID-19 outbreak.

SB

11. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £5,763.09 that had been circulated by the Clerk prior to the meeting. In addition, Cllrs had approved the grant payment of £1,000 (see item 7) so this payment was added to the list (cheque no. 1987). The Clerk to dispense payments.

SB

Cllr Pursehouse rejoined the meeting during the next item.

12. NEXT MEETING

a) Cllrs noted the newly issued Regulations* that enabled Councils to amend the dates of annual meetings (Council and Parish Assembly). Cllrs agreed to roll-over holding the Annual Council meeting and the appointments of Chairman and Vice-Chairman until May 2021 and to defer setting a date for the Parish Assembly until the Autumn.

b) Cllrs noted that the next Council meeting was scheduled for 6 May 2020.

ALL

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

Nothing was discussed under this item.

**Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel meetings) (England and Wales) Regulations 2020.*

Appendix 1: Schedule of Payments

| Chq No. | Payee | Amount £ | Comments |
|----------------|---------------------------------|---------------------|-----------------------------------------------------------------------------------------------------------------|
| 1977 | Simon Bold | ***** | Clerk's salary for March 2020 |
| 1978 | Tina Picanza | ***** | Library volunteer coordinator's salary for March 2020 |
| 1979 | Surrey Pension Fund | 308.20 | Employee and employer pension contributions for March 2020 |
| 1980 | HM Revenue & Customs | 1,349.26 | PAYE (Tax & NI) for Q4 of 2019/20 |
| 1981 | Simon Bold | 337.55 | Expenses in March 2020 claimed by the Clerk (includes re-direction of post) |
| 1982 | Tina Picanza | 9.21 | Expenses in March 2020 claimed by the Library Coordinator. |
| 1983 | Surrey ALC Limited | 2,219.01 | Surrey Association of Local Councils & National Association of Local Councils annual subscription 2020/21 |
| 1984 | Society of Local Council Clerks | 113.50 | Society of Local Council Clerks membership 2020/21 |
| 1985 | ALCC | 20.00 | Association of Local Council Clerks membership 2020/21 |
| 1986 | DM Payroll Services | 132.00 | Administration of payroll 2020/21 |
| 1987 | Kyle Lyward (c/o) | 1,000 | Grant Award to Coronavirus Aid Chelsham, Farleigh & Warlingham (<i>using the General Power of Competence</i>) |
| | Grand Total | 6,763.09 | |