

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 7 OCTOBER 2020**

Councillors (Cllrs) present:

Charles Lister (Chair), Nathan Adams, Robin Bloore,
David Cooley, Geoffrey Kempster, Simon Morrow,
Anna Patel (part) and Jeremy Pursehouse.

Attending:

County Cllr Becky Rush (part)

Meeting opened at 7:45pm and closed at 9:45pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Keith Prew, Ed Ralph 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 item 7a (below) due to his roles as a Cllr of Chelsham & Farleigh Parish Council and Tandridge District Council (TDC). 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 September 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 Lister advised that he would complete the Clerk's appraisal before the next meeting. The Clerk reported that he and Cllr Prew would continue work on the construction of the new Council website, and start testing new email addresses, during the coming month. In the meantime, an Accessibility Policy had been uploaded to the current website in accordance with new regulations.

CL

KP

SB

Cllr Patel left the meeting during the next item.

5. HIGHWAYS AND TRANSPORT

Cllrs discussed the practicality of acquiring a mobile Vehicle Activated Sign (VAS), capable of displaying traffic speed warning messages, for use around Warlingham. Issues such as equipment specification, potential installation sites and costs were raised. Cllrs to advise the Clerk, within a week, of locations in Warlingham where road safety is perceived to be an issue. The Clerk to contact Surrey County Council (SCC) Highways to confirm whether the nominated locations would require additional roadside posts as fixing points. In addition, the Clerk to investigate the specifications of different VAS for Cllrs to review at a future meeting.

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SB

Cllrs also discussed Community Speedwatch but did not wish to take this option forward at the present time.

6. FINANCE

- a) Cllrs reviewed the Q.2. 2020/21 financial statement (unaudited), summary of reserves and variances report provided prior to the meeting by the Clerk. Cllrs acknowledged that, as things currently stood, the Council was likely to underspend across a number of budget lines this year.

The Clerk to add the transfer of further funds to the Public Sector Deposit Fund to the agenda of the next meeting.

SB

- b) Cllrs to nominate items in respect of next year's budget to the Clerk, before the end of

ALL

October, for review at the next meeting. A draft 2021/22 budget to be discussed in detail at the Council's December meeting.

Cllr Jeremy Pursehouse temporarily left the meeting during the discussion and decision in respect of item 7a.

7. OPEN SPACES

a) Cllrs discussed the recent incursion at Farleigh Common and its impact on Warlingham. As a result, Cllrs agreed to contribute £1,500 (*using the General Power of Competence*) towards land protection measures and the Clerk to write to District Cllr Jeremy Pursehouse confirming this decision and related conditions (for example, that there should be significant contributions from other parties).

SB

Cllrs noted that funds were currently available from the Council's Open Spaces earmarked reserve and general reserves (item 6a refers).

b) Cllrs agreed expenditure of £475 (ex-VAT) in respect of a professional tree survey of the Common Land within Warlingham. The Clerk to commission.

SB

8. GREEN IMPROVEMENT SCHEME

Cllr Morrow advised that the Quantity Surveyor and Architect had completed their respective work on the revisions to Phase 1 – the estimated cost had increased to £544,000. TDC had provided a letter of support on this basis.

Cllr Morrow added that the issue of the Performance Bond remained outstanding and further discussions would take place. Once completed, the Parish Council would be in a position to submit the CIL Funding Bid to TDC.

SM

9. PLANNING COMMITTEE

a) Cllr Kempster provided a summary of the Planning Committee meeting of 8th September 2020.

b) Cllr Lister agreed to attend the next Planning Committee meeting on the 13th October and Cllr Cooley agreed to become a full-time member of the Planning Committee.

CL
DC

c) Cllrs noted that the planning application in respect of Covers Farm Quarry (near Westerham) was still being considered by Kent County Council. It was also noted that there was no application proposing a Crematorium in the neighbouring Parish of Chelsham & Farleigh at the moment. However, there had been a recent enquiry about the need for an Environmental Impact Assessment which TDC had deemed unnecessary.

10. OUTSIDE BODIES AND EVENTS

Cllr Adams briefly outlined the revised arrangements for Remembrance Day in light of the COVID-19 outbreak and the government's social distancing rules. Cllrs approved expenditure of £290.

In respect of the litter pick scheduled for the 31st October, the Clerk to provide an updated risk assessment to Cllr Patel (to reflect COVID-19 rules and guidelines) and to place publicity on the Council's notice board. Cllrs Adams, Kempster and Morrow offered to participate in the pick.

SB
AP
NA
GK

Cllrs Morrow and Prew (if available) to attend the re-scheduled Surrey Association of Local Councils' webinar on the government's Planning White Paper consultation.

SM
KP

11. WARLINGHAM APPEARANCE

Cllrs approved expenditure to repair the lights at the War Memorial (£100) and to replace rotten posts around the seating area outside 415 Limpsfield Road (up to £400). The Clerk to instruct the respective contractors to proceed.

SB

12. LIBRARY

Cllr Lister confirmed that he had signed the Library Licence and passed this to Cllr Prew for his signature. Once complete, the Clerk to send to SCC. The Clerk confirmed that he had not received the completed Memo of Understanding back from SCC.

KP
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Cllr Morrow advised that the Library had been successfully re-opened on the on 29th

September. A review of the situation will be conducted by the Library Management Committee at the end of October. KP

13. CORRESPONDENCE AND CONSULTATIONS

In respect of TDC's Open Spaces Strategy, Cllr Morrow to review the Warlingham Action Plan and provide his comments for consideration by Cllrs at the next meeting. SM

The Council had received notification of a premises licence application to TDC from Greenacres Sports & Social Club. Cllrs to provide any queries to the Clerk for him to raise with TDC after which Cllr Bloore to propose a response for review by Cllrs. RB

The Clerk to attend a (free) safeguarding training course provided by TVA (Tandridge Voluntary Action). SB

14. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of traffic speed, protection measures for Farleigh Common and a "Snow Angels" appeal. CL

b) Cllrs Prew and Ralph to add articles, on the same topics as 14a to the Council's website and Facebook respectively. KP
ER

15. PAYMENTS

Cllrs noted and authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £9,109.38. The Clerk to dispense these payments. SB

Cllrs noted that the Local Authority Emergency Assistance grant payment of £1,500 to the Coronavirus Aid Chelsham, Farleigh and Warlingham group was delayed until the group provides its bank account details.

The Council agreed future expenditure on anti-virus software for the Council's I.T. devices. The Clerk to commence a review of electricity suppliers in respect of power to Warlingham Green – a summary to be presented at a future meeting. SB

Cllrs approved expenditure relating to training for the Clerk totalling £55 (ex-VAT).

16. NEXT MEETING

Cllrs noted that the next Council meeting will take place on Wednesday 4th November 2020 and that face-to-face meetings would not be possible, due to the risks associated with the coronavirus outbreak, for the foreseeable future. ALL

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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2024	Surrey County Council	5,348.70	Library assistants for Q.3. 2020/21 (£4,457.25 net of VAT)
2025	Stephen Garrett Surveying Ltd	330.00	Revisions to the Green Improvement Scheme Phase 1 budget (£275.00 net of VAT).
2026	Simon Bold	**	Clerk's salary for September 2020 (including back-dated pay)
2027	Simon Bold	24.77	Reimbursement of costs incurred by the Clerk (September 2020)
2028	Tina Picanza	**	Library volunteer coordinator's salary for September 2020 (including back-dated pay)
2029	Surrey Pension Fund	386.02	Employee and employer pension contributions for September 2020
2030	HM Revenue & Customs	1,498.52	PAYE (Tax & NI) for Q.2. 2020/21.
DD*	Information Commissioner	35.00	Data Protection Registry renewal (2020/21)
	Total	9,109.38	

* DD (a payment by direct debit)

** (payments relating to staff salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4).

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