

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 4 NOVEMBER 2020**

Councillors (Cllrs) present:

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

Attending:

County Cllr Becky Rush (part)

Meeting opened at 7:45pm and closed at 9:40pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllr Cindy Steer had provided her apologies prior to the meeting.

2. CODE OF CONDUCT

No 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 7 October 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 Pursehouse provided a brief summary of the level of preparedness of the Coronavirus Aid Chelsham, Farleigh and Warlingham group in light of the resurgence of the COVID-19 outbreak across the UK and the national restrictions (England) until 2 December 2020.

Cllr Prew provided a verbal report on the progress of the new Council website. Both he and the Clerk would be able to start populating the site once the contractor has made some further changes to the development site. KP
SB

Cllr Adams joined the meeting during item 5 before leaving again until item 6. During item 5, Cllr Kempster temporarily left and returned to the meeting during item 6.

5. HIGHWAYS AND TRANSPORT

The Clerk advised that he was collating responses (following the Council's November CR6 article) from residents about roads where speeding is considered to be a safety issue. In association to this, County Cllr Rush had offered to arrange a site visit with Surrey County Council (SCC) highways officers to assess locations for the possible siting of a mobile Vehicle Activated Sign (VAS). The Clerk to complete a review of different types of mobile VAS and the related costs prior to 2021/22 budget discussions. SB

The Clerk confirmed that he would purchase the replacement grit bin for Shelton Avenue in the coming week. SB

Cllrs noted that County Cllr Rush was in discussion with highways officers and residents of Farleigh Road about measures to improve traffic flow.

The Clerk asked Cllrs to provide him with any comments about the local bus and train services ahead of the next East Surrey Transport Committee meeting. ALL

During item 6c, Cllr Patel left the meeting.

6. FINANCE

a) Cllrs acknowledged receipt of the Council's latest financial statement and summary of reserves circulated by the Clerk prior to the meeting.

b) Cllrs agreed to transfer £30,000 of reserves to the Public Sector Deposit Fund. The Clerk to arrange the completion of the application form and transfer of funds (see also item 17). SB

c) Cllrs discussed a number of items for consideration in respect of the 2021/22 budget. Cllrs to provide the Clerk with any further items within the next ten days and the Clerk ALL

- to provide a draft budget prior to the next Council meeting. SB
- d) The Clerk confirmed that he had chased the external auditor for information about the Council's 2019/20 audit. The Clerk to update Cllrs prior to the next meeting. SB
- 7. OPEN SPACES**
- Cllrs discussed the Council's response to the Tandridge District Council (TDC) Open Spaces Strategy consultation. In respect of the 'Warlingham Action Plan', Cllrs agreed the draft response provided by Cllr Morrow along with additional comments provided by Cllr Lister. The Clerk to submit to TDC prior to the deadline of 9th November. SB
- Cllr Adams temporarily left the meeting during the next item.*
- 8. PREMISES LICENCE APPLICATION**
- Cllrs discussed details of the Premises Licence Application submitted by Greenacres Sports & Social Club to TDC which had been circulated prior to the meeting. Cllrs agreed not to send any comment to TDC.
- 9. LIBRARY**
- Cllrs Prew and Morrow provided a summary of Library activity since its successful re-opening at the end of September. They expressed their gratitude to Tina Picanza, Library Volunteer Coordinator, and the volunteers for getting the Library ready and re-opened safely. Cllr Prew advised that the Library would remain open during the new national restrictions on a 'click-and-collect' basis – Cllr Prew to check whether a computer terminal would remain available to the public during this time. KP
- Cllr Prew reported that SCC's Library transformation program was not expected to impact Warlingham's (Community Partnership) Library.
- The Clerk confirmed that both the Memorandum of Understanding and Licence (in respect of out-of-hours use) had been countersigned and returned by SCC for filing. No request for additional expenditure was raised.
- 10. STAFFING**
- Cllrs approved the Clerk's appraisal which had been circulated prior to the meeting by the Chairman. The Chair and Clerk to sign and date a copy for filing by the Clerk. CL
SB
- 11. POLICIES & PROCEDURES**
- Cllrs approved the Standing Orders and Financial Regulations circulated by the Clerk prior to the meeting. The Clerk to issue. SB
- 12. PLANNING COMMITTEE**
- a) Cllr Kempster provided a summary of the Planning Committee meetings of 13th October and 3rd November.
- b) Cllr Morrow advised that a planning application for a Crematorium within the Parish of Chelsham & Farleigh was to be expected. It was noted that, subject to a review of the full application, the Parish Council may decide to send a representative to speak if the case is taken to the TDC Planning Committee for a decision.
- 13. OUTSIDE BODIES AND EVENTS**
- Cllr Adams described the work completed, including the making of a film, to provide a virtual Remembrance Day commemoration. On Sunday the 8th November, he planned to lay out all wreaths and ensure that copies of the film were available on various social media with DVD copies available from the Library. Cllrs congratulated and thanked Cllr Adams and the other members of the Remembrance Day Working Group for all their hard work in providing a fitting and poignant tribute in very difficult circumstances. Cllrs Bloore and Pursehouse confirmed that the virtual Christmas Lights switch-on would take place at the end of the month. Cllr Morrow confirmed that five volunteers had successfully litter picked the Common Land (see 14a for more details).
- 14. WARLINGHAM APPEARANCE**
- a) Cllrs discussed the recent litter pick of the Common Land. The Clerk to contact TDC to SB

request a replacement bin at the bench nearest to St. Christopher's Church and a new bin next to the bench nearest to Uplands.

The Clerk to ask SCC to replace the damaged cycle stand outside 415 Limpsfield Road. SB

b) No items specific to Warlingham Green were raised by Cllrs.

15. CORRESPONDENCE AND CONSULTATIONS

The Clerk raised a small number of items of correspondence. The Clerk to acknowledge receipt and provide information where appropriate. SB

The TDC Open Space Strategy consultation had been discussed under item 7 above.

16. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of Library services and the recent litter pick of the Common Land. CL

b) Cllrs Prew and Ralph to add articles, on the same topics as 16a to the Council's website and Facebook respectively. KP
ER

17. PAYMENTS

Cllrs noted and authorised the amended list of payments (see Appendix 1: Schedule of Payments) totalling £44,883.24. The Clerk to dispense these payments. SB

Cllrs approved expenditure relating to training (re: document accessibility) for the Clerk totalling £30 (ex-VAT).

18. NEXT MEETING

Cllrs noted that the next Council meeting will take place on Wednesday 2nd December. ALL

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

None.

**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
2031	CFW Aid CIC	6,000.00	Replacement for cheques nos.001994 & 001995 (uncashed).
2032	CFW Aid CIC	1,500.00	Local Authority Emergency Assistance grant via Tandridge District Council.
2033	Howard Fairbairn Project Services Ltd	480.00	Production of revised Phase 1 Plan (£400.00 net of VAT)
2034	Surrey County Council	3,000.00	Contribution towards local highways repairs in conjunction with County Councillor funding.
2035	PJ Cheesewright	280.00	Replacement of posts around seating area
2036	Simon Bold	**	Clerk's salary for October 2020
2037	Simon Bold	135.07	Reimbursement of costs incurred by the Clerk (October 2020)
2038	Tina Picanza	**	Library Volunteer Coordinator's salary for October 2020
2039	Surrey Pension Fund	340.71	Employee and employer pension contributions for October 2020
2040	WES Ltd	120.00	Repair of uplighter at War Memorial on Warlingham Green (£100.00 net of VAT)
2041	Mr. M. Derrig-Adams	150.00	Remembrance Day filming
DD	SSE (Southern Electric)	49.77	Power to the Green Q.3. 2020/21 (£47.40 net of VAT).
2042	Public Sector Deposit Fund	30,000.00	Deposit into existing investment scheme (CCLA)
2043	Chelsham & Farleigh Parish Council	1,500.00	Contribution towards land protection measures (Farleigh Common)
	Total	44,883.24	

DD = 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).*