

**MINUTES OF THE REMOTE\* MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 2 DECEMBER 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, Cindy Steer(part) and Ed Ralph.

**Attending:**

1 visitor  
County Cllr Becky Rush (part)

Meeting opened at 7:45pm and closed at 9:35pm

**In attendance:** Simon Bold, Clerk

**1. APOLOGIES**

None.

**2. CODE OF CONDUCT**

Cllr Pursehouse declared a Disclosable Pecuniary Interest in respect of item 7b) and Cllrs Bloore and Morrow declared their 'Other Interests' in respect of the same item on the agenda.

No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

**3. DISPENSATIONS**

The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate and therefore able to discuss item 7a) on the agenda. This dispensation, relating to discussions and approval of the Council's budget and precept for 2021/22, would remain until 31 January 2021.

**4. MINUTES**

Cllrs approved the minutes of the 4 November 2020 meeting. The Clerk to display copies on the Council's notice board and upload a copy to the Council's website. SB

**5. MATTERS ARISING**

Cllr Prew confirmed that work on the Council's new website was progressing and that it was his intention to circulate a version of the site to Cllrs prior to the next Council meeting. New Cllr emails would be distributed to Cllrs over the coming month. KP SB

The Clerk had circulated a copy of the recent tree survey of the Common Land and confirmed that he would obtain estimates for tree work and circulate a summary to Cllrs. SB

The Clerk confirmed that the transfer of £30,000 to the Public Sector Deposit Fund had been completed as well as the installation of the Council's new grit bin at the junction of Shelton Avenue and Limpsfield Road.

Cllrs noted that there was no news on the re-instatement of pedestrian entry to the Bond Road Community Recycling Centre.

*At this point, Cllr Steer joined the meeting. Cllr Patel joined the meeting during the next item.*

**6. HIGHWAYS AND TRANSPORT**

Cllrs discussed the option to lease at least one mobile Vehicle Activated Sign (VAS) from Surrey County Council (SCC). It was agreed that the Clerk should arrange a site visit between Cllrs, County Cllr Becky Rush and Highways Officers to assess possible sites across Warlingham. The Clerk to provide a summary of details, including costs, after the site visit. SB

Cllr Pursehouse reported that he intended to raise the limited availability of short-term parking around Warlingham Green with Tandridge District Council (TDC). JP

*Cllr Adams joined the meeting during item 7a).*

**7. FINANCE**

a) Cllrs discussed the draft budget circulated prior to the meeting by the Clerk (acting as Responsible Finance Officer). A small number of amendments were proposed - the Clerk SB

to incorporate these changes and circulate a re-worked budget prior to the next Council meeting.

*Cllrs Bloore, Morrow and Pursehouse temporarily left the meeting during item 7b).*

b) Cllrs reviewed the list of proposed grant awards, following a meeting of Cllrs on the 18<sup>th</sup> November 2020, and approved expenditure as follows (listed in alphabetical order):

<b>Organisation</b>	<b>Amount £</b>
Caterham & Warlingham Citizens' Advice Bureau	1,600
Downlands Partnership (re: Willy Pit Pond clearance)	160
St Catherine's Hospice	200
Tandridge Voluntary Action – Tandridge Befriending Scheme	500
Warlingham Church Yard at All Saints Church	500
Youth Management Team – Warlingham Methodist Church	500
<b>Total</b>	<b>3,460</b>

The awards in respect of the Citizens' Advice Bureau, St Catherines' Hospice and TVA Befriending reflected the increased burden on these organisations in dealing with the Coronavirus outbreak in 2020.

The Clerk to dispense payments and provide each recipient with a standard letter of terms.

SB

*Cllrs Bloore, Morrow and Pursehouse re-joined the meeting after the conclusion of item 7b).*

c) The Clerk had circulated, prior to the meeting, the External Auditor's Report and Certificate for the year ending 31 March 2020 – no issues or other matters had been raised. Cllrs acknowledged this outcome and agreed that, therefore, no follow-up action was necessary.

The Clerk to issue the Notice of Conclusion of Audit, before the 30th November, on the Council's notice board and website.

SB

## 8. GREEN IMPROVEMENT SCHEME

Cllr Morrow confirmed that SCC had agreed to a performance bond being provided directly from the appointed contractor to Phase 1 of the Scheme.

Cllrs agreed expenditure of £150 to enable the Quantity Surveyor (QS) to provide a revised costing to take account of the performance bond arrangements and all possible legal expenses. Cllr Morrow to advise the architect to instruct the QS to proceed.

SM

Cllr Morrow added that once the updated costs were received back from the QS, the Council would be able to submit the Community Infrastructure Bid for Phase 1 to TDC.

## 9. RISK REGISTER

Cllrs reviewed the current Risk Register. Cllr Prew to arrange the Library Coordinator's annual appraisal and Cllr Patel to provide the Clerk with a report on the outcome of the recent Litter Pick.

KP

AP

## 10. COMMUNITY RESILIENCE

a) Cllr Pursehouse provided a summary of the current activities of the Coronavirus Aid Chelsham, Farleigh and Warlingham group (CACFW). He also advised that a local vaccines hub was imminent and that the number of positive COVID-19 tests, across most of Surrey, had risen over recent weeks.

b) Cllr Pursehouse reported that TDC encouraged community groups (including Parish Councils) to create local emergency plans in order to improve their preparedness for an event that might cause widespread disruption e.g. flooding. The Council agreed to set up a new Working Group to review this issue and Cllrs Adams, Bloore, Kempster, Pursehouse and Ralph agreed to be members. The Clerk to organise the first meeting of the Working Group after the festive break.

SB

## 11. PLANNING COMMITTEE

a) Cllr Prew provided a summary of the Planning Committee meeting of 24<sup>th</sup> November.

b) Cllrs noted that the Covers Farm Quarry Application (near Westerham) was still to be determined by Kent County Council.

- c) Cllrs discussed whether to continue work on the feasibility of a Neighbourhood Plan. For the time-being, it was agreed not to take any further action.

## 12. WARLINGHAM APPEARANCE

- a) The Clerk provided a summary of TDC's proposal to replace litter bins around central Warlingham. In addition, Cllrs agreed to fund a replacement post mounted bin, at a maximum cost of £125, on the Common Land at the corner of Chelsham and Limpsfield Roads (using the Council's 'Open Spaces' earmarked reserve). The Clerk to advise TDC. SB  
The Clerk confirmed that he was still to report the damaged cycle stand next to the seating area outside 415 Limpsfield Road. Cllr Bloore reported that he was waiting to hear back from SCC about an appropriate maintenance regime for the War Memorial on the Green – he would advise Cllrs in due course. SB  
b) The Clerk advised that he had received a banner request for a Fireworks Night event in 2021 – Cllrs approved the details and the Clerk to confirm the approval to the applicant. SB

## 13. OUTSIDE BODIES AND EVENTS

Cllrs Pursehouse and Bloore commented that the virtual Warlingham Christmas Lights switch-on event had been viewed on-line by hundreds of people.  
Cllr Adams confirmed that the members of the Remembrance Day Working Group had met to discuss the results of the virtual Remembrance Day event – the broadcast had also been well received.

## 14. CORRESPONDENCE AND CONSULTATIONS

The Clerk raised a small number of items of correspondence received since the last meeting.  
The Clerk to arrange a meeting (subject to COVID-19 restrictions) at the Common Land with Cllr Pursehouse and the owners of the Amano Caffè to discuss the reinstatement of the hardstanding area. SB  
JP

## 15. COMMUNICATIONS

- a) Cllr Lister to write the next CR6 magazine article on the subjects of grant awards, emergency planning and the new grit bin. CL  
b) Cllrs Prew and Ralph to add articles, on the same topics as 15a) to the Council's website and Facebook respectively. KP  
c) The Clerk to publicise the Library and Parish Council's opening times during the Christmas and New Year period on the Council's noticeboard and website. ER  
SB

## 16. TRAINING

The Clerk had circulated details of training opportunities provided by the Surrey and Sussex Association of Local Councils prior to the meeting. Cllrs to let the Clerk know of any items of interest. ALL

## 17. PAYMENTS

Cllrs noted and authorised the list of payments, which included the grant awards (above), totalling £6,545.59 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB

## 18. NEXT MEETING

Cllrs noted that the next Council meeting will take place on Wednesday 6<sup>th</sup> January 2021. ALL

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

None.

**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2044	PKF Littlejohn LLP	480.00	Annual external audit for the year 2019/20 (£400 net of VAT)
DD	Integrating Solutions Limited	37.89	Library photocopier provision (£31.57 net of VAT)
2045	- SPOILED -	0.00	- SPOILED -
2046	Simon Bold	**	Clerk's salary for November 2020
2047	Simon Bold	324.35	Reimbursement of costs incurred by the Clerk in November 2020 including a new Council grit bin and anti-virus software.
2048	Tina Picanza	**	Library Volunteer Coordinator's salary for November 2020
2049	Tina Picanza	4.95	Reimbursement of Library costs incurred
2050	Surrey Pension Fund	340.71	Employee and employer pension contributions for November 2020
2051	Quaife Woodlands	570.00	Tree survey of the Common Land, Warlingham (£475 net of VAT).
2052	All Saints' Church Warlingham	500.00	Grant Award
2053	Caterham and Warlingham Citizens Advice Bureau	1,600.00	Grant Award
2054	Surrey County Council	160.00	Grant Award (Downlands Project)
2055	Warlingham Methodist Church	500.00	Grant Award (Youth Management Team)
2056	TVA (Tandridge Voluntary Action)	500.00	Grant Award (Befriending Scheme)
2057	St Catherine's Hospice	200.00	Grant Award
	<b>Total</b>	<b>6,545.59</b>	

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

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

*DD payment by direct debit*