

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 6 JANUARY 2021**

Councillors (Cllrs) present:

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

Attending:

2 visitors (one part)
County Cllr Becky Rush (part)

Meeting opened at 7:46pm and closed at 9:45pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs Nathan Adams and Cindy Steer had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

Cllrs Bloore and Morrow advised that as they were members of the Tandridge District Council (TDC) Planning Committee, they would not participate in any discussions, should they arise, under item 9.

3. MINUTES

Cllrs approved the minutes of the 2 December 2020 meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

Cllr Prew provided a summary of activity in producing the development version of the new website which had been circulated to Cllrs prior to the meeting. In response to feedback, Cllr Prew and the Clerk to make some minor amendments to the proposed website and to offer assistance to those Cllrs who had not activated their new Council email addresses. All Cllrs to review their individual Cllr profiles (and pictures), Cllrs Morrow and Prew to update articles about projects and Cllr Bloore to provide an article on completed work to restore the War Memorial to be sent to Cllr Prew before 1st February (the scheduled website launch date). KP
SB
ALL
SM
KP

Cllr Bloore and the Clerk confirmed that they planned to produce a War Memorial maintenance policy using guidance to be provided by the War Memorials Trust. RB
SB

Cllr Ralph to provide administrative access for Cllr Prew and the Clerk to the Council's Facebook so that more than one individual can support and update the site in future. ER

In respect of the Common Land, the Clerk confirmed that he had received a number of quotes in respect of tree work and would provide a full summary to Cllrs prior to the February meeting. SB

The Clerk confirmed that he was waiting to hear back from the owners of the Amano Caffe about a site visit.

5. HIGHWAYS AND TRANSPORT

Prior to the start of the meeting, Cllrs had reviewed with County Cllr Becky Rush the list of potential Vehicle Activated Sign (VAS) sites. The Clerk to ask the County Cllr to supply the specifications (capabilities) of the VAS being leased by Surrey County Council (SCC) and to also provide a revised date for a site visit with Cllrs. SB

The Clerk to report the damaged railings outside the Chemist on the Green and the unilluminated 'halo' at the zebra crossing at the Westhall Road corner of the Green to SCC Highways. The Clerk to also chase-up for news on the reported damage to the bicycle stands around the Green. SB

6. FINANCE

a) The Clerk confirmed that he would circulate the Council's latest financial SB

information following the meeting.

The Clerk also advised that £3,779 of Community Infrastructure Levy (CIL) was due to the Council in April 2021.

- b) The Clerk had circulated an updated draft budget for 2021/22 shortly before the meeting to take account of revised costs for tree work, revised energy prices in respect of power supply to the Green and the leasing of VAS from SCC Highways. After a brief discussion it was agreed to fund next year's budget using a combination of general reserves and an increase in the Council's precept. On this basis, Cllrs approved the Council's budget, and a precept of £78,450 for 2021/22.

SB

The Clerk to advise TDC of the 2021/22 precept before 8 January 2021.

7. GREEN IMPROVEMENT SCHEME

Cllr Morrow reported that the Quantity Surveyor (QS) had revised the cost of Phase 1 of the Scheme to £567,000 having taken account of revised performance bond arrangements, all legal fees and transport regulation orders.

Cllr Morrow advised that he had proposed to SCC that should a significant issue arise with the contractor's performance, the Parish Council's liability would be limited to the amount of funding contracted for highways work that remained unspent or uncommitted. The details of the Council's obligations would be agreed using legal advice prior to entering into the contract to implement Phase 1.

The main contact at SCC Highways had indicated that this proposal was acceptable but that it would have to be agreed by the SCC legal department. Assuming that the proposal is accepted, the CIL Bid will be completed and submitted to TDC.

SM

SB

Cllr Prew to check that a copy of the design of the Scheme is displayed on the Council's website.

KP

8. COMMUNITY RESILIENCE

Cllr Pursehouse provided a brief report on the current activities of the Coronavirus Aid Chelsham Farleigh and Warlingham (CACFW) Group. He advised that in light of the current National Lockdown and re-introduction of shielding by the government, CACFW expected demand on its services to rapidly increase during the coming weeks.

At this point, Cllr Patel left the meeting.

9. PLANNING COMMITTEE

- a) Cllrs Kempster and Prew provided a summary of the Planning Committee meetings of 15th December 2020 and 5th January 2021.

- b) No discussion took place about application(s) of interest relating to sites outside of the Parish. Cllr Kempster confirmed that the Covers Farm Quarry application (near Westerham) was still under consideration by Kent County Council.

10. TERMS OF REFERENCE

Cllrs agreed the Terms of Reference for the Emergency Planning Working Group with the inclusion of a completion date for the production of an Emergency Plan of 30th November 2021. The Clerk to file the Terms of Reference.

SB

11. LIBRARY MANAGEMENT COMMITTEE

Cllr Morrow and Prew reported that the Library remained open to the public on a 'Click & Collect' basis. Notices, seeking more volunteers, were currently being displayed on the Council's notice board, website and Facebook.

The Clerk to update the Council's Risk Register to note the appointment of a Deputy Library Volunteer Coordinator (as part of the business continuation safeguards).

SB

12. WARLINGHAM APPEARANCE

Cllr Morrow confirmed that an unauthorised banner had been removed from the Green since the last meeting.

The Clerk to display a copy of the 'Rules for Banners and Posters' on the Council's notice board.

SB

13. CORRESPONDENCE AND CONSULTATIONS

Cllrs noted that the Planning Inspector had issued his initial conclusions in respect of TDC's emerging Local Plan 2033 and that these were due to be discussed at a meeting of the TDC Planning Policy Committee on 20th January 2021.

Cllr Pursehouse advised that as far as he was aware, it was the intention of TDC to consult and involve Parish Councils in the development of its Climate Change Action Plan.

The Clerk to ask the County Cllr for comments in respect of the Government's "Night Flight Restrictions" review (consultation due to end on 3 March 2021). SB

The Clerk confirmed receipt of 'thank you' messages from two grant award recipients.

14. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of the Council's new website, response to the proposed crematorium in Farleigh and opportunities to volunteer at the Library. 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 totalling £8,669.95 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB

Cllrs approved the electricity supplier for the Green based on the price comparison circulated by the Clerk prior to the meeting. The Clerk to appoint the chosen supplier. SB

The Clerk to circulate membership details of the London Green Belt Council for consideration by Cllrs. SB

The Clerk advised that the intermittent lighting fault at the War Memorial required further work and that the original cost estimate was likely to be exceeded – the Clerk to advise Cllrs when details available. SB

The Clerk to meet with members of the Christmas Lights Committee to discuss the financing of this year's lights and the Committee's plans for future years. SB

16. NEXT MEETING

Cllrs noted that the next Council meeting will take place on Wednesday 3rd February 2021. 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
2058	Surrey County Council	5,348.70	Library assistants for Q.4. 2020/21 (£4,457.25 net of VAT).
2059	Stephen Garrett Surveying Ltd	180.00	Revisions to Green Improvement Scheme Phase One budget (£150.00 net of VAT)
2060	Simon Bold	**	Clerk's salary for December 2020
2061	Simon Bold	30.51	Reimbursement of costs incurred by the Clerk in December 2020.
2062	Tina Picanza	**	Library volunteer coordinator's salary for December 2020
2063	Surrey Pension Fund	340.71	Employee and employer pension contributions for December 2020
2064	HM Revenue & Customs	1,442.34	PAYE (Tax & NI) for Q.3. 2020/21
	Total	8,669.95	

* *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).*