

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 2 SEPTEMBER 2020**

Councillors (Cllrs) present:

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

Attending:

County Cllr Becky Rush (part)

Meeting opened at 8:00pm and closed at 10:00pm

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.

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 5 August 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 Morrow updated Cllrs on his recent discussions with Surrey County Council (SCC) with respect to the Warlingham Green Improvement Scheme and confirmed that SCC will support the Scheme as amended. As a result, the architect to provide a project plan and some of the members of the Green Improvement Working Group to meet with Tandridge District Council (TDC) to discuss the details of a performance bond (as required by SCC). Cllr Morrow added that the overall cost of Phase 1 had increased slightly.

SM
CL
JP
KP

Cllrs noted that a final copy of the Library Licence (relating to 'out of hours' use) was still awaited from SCC. Cllr Morrow to also remind SCC to send a signed copy of the Memo of Understanding (agreed in May 2020) back to the Clerk.

SM

Cllrs were pleased that the Bond Road Community Recycling Centre (CRC) had re-opened and able to process a range of recyclables e.g. wood, metal, green waste. Cllrs were grateful to County Cllr Becky Rush for her support. The Clerk to write to Cllr Rush requesting that the Centre take more items, including non-recyclable waste, and that access on foot is permitted (not just vehicular) as soon as possible.

SB

At this point during the meeting, item 6 was brought forward to enable discussion to take place earlier in proceedings. The original order of agenda items is maintained here for ease of reference with the published agenda.

5. CORONAVIRUS (COVID-19) OUTBREAK

a) Cllr Pursehouse provided a summary of the activities of the Coronavirus Aid Chelsham, Farleigh and Warlingham group (CACFW) and the effects of the COVID-19 outbreak locally.

Cllrs agreed to submit a Local Authority Emergency Assistance grant for £1,500 to TDC on behalf of CACFW. The Clerk to liaise with Cllr Pursehouse to enable the completion of the grant application form.

SB
JP

Cllr Pursehouse also advised that CACFW will confirm the organisation's bank account details in the coming weeks and subsequent to this, the group will request the payment of

- grants currently held on their behalf by the Parish Council (totalling £6,000).
- b) Cllr Morrow, in the absence of Cllr Prew (Library Management Committee Chair), advised that work was going on to prepare for the reopening of Warlingham Community Library. This included a risk assessment of the building and personal risk assessments for the volunteers. The Library Management Committee to meet later in the month to discuss further details of the Library's re-opening including the safe use of the public PCs. It was envisaged, at this stage, to re-open the Library in October 2020. KP
SM
GK
- 6. SURREY HIGHWAYS**
- a) The poor state of the verges at the corners of Verdayne Gardens had been discussed with the County Cllr prior to the start of the meeting.
- b) Cllrs agreed, in principle, to offer a maximum of £3,000 towards improving at least one of the damaged corners of Crewes Close (a long-standing problem) on the basis of joint funding with the County Cllr. The Clerk to obtain from SCC details of the procedures for joint funding. SB
The Clerk to obtain details of the movable Vehicle Activated Signs in use by Woldingham Parish Council for review at a future meeting. SB
- c) Cllrs agreed to purchase outright a new grit bin for the corner of Shelton Avenue and Limpsfield Road, at a maximum cost of £590, to replace the bin currently leased by SCC at the same cost every four years. The Clerk to finalise the specifications, including fixings, with Cllr Prew before proceeding with this purchase and advising SCC to remove their bin. Payment to be made using both the Council's 'Snow Plan' budget and a budget line where an underspend is anticipated e.g. 'Paper Planning Applications'. SB
KP
- 7. 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) Cllr Lister provided a summary of grant awards made by the Council over the last two years and asked Cllrs whether they wished to amend the existing Grant Scheme criteria. After a brief discussion, Cllrs agreed to add 'priority will be given to those organisations most in need of funds'. Cllrs also agreed the closing date for the submission of applications and the Clerk to update the Grant Award Scheme documentation before uploading a copy to the Council's website. SB
- 8. EMPLOYMENT**
- a) Cllrs agreed to adopt the National Association of Local Councils' "Flexible Working Policy" which had been circulated by the Clerk prior to the meeting. The Clerk to publish. SB
- b) Cllr Lister outlined the arrangements for this year's staff appraisals – he and Cllr Prew to draft appraisals in respect of the Clerk and Library Volunteer Coordinator respectively. CL
KP
- c) Cllrs noted the details of the 2020 Local Government Pay Deal effective from 1st April 2020. The Clerk to advise the Council's payroll bureau. SB
- 9. PLANNING COMMITTEE**
- Cllr Kempster provided a summary of the Planning Committee meetings of 28th July and 18th August 2020. He also advised that the Covers Farm Quarry application was still pending.
- Cllr Adams to check that the alterations made to the front of the Amano Café (located on the Common Land) are in accordance with TDC's planning permission (ref: 2018/2494). NA
- 10. TRAINING**
- The Clerk had circulated details of training courses available from the Sussex & Surrey Association of Local Councils (SSALC). Cllr Adams to attend the next session entitled "Being an Effective Councillor". NA
- 11. WARLINGHAM GREEN AND WARLINGHAM'S APPEARANCE**
- a) No items relating to Warlingham Green's appearance were raised.
- b) The Clerk confirmed that he will chase up the quotation for the replacement of three SB

posts around the seating area outside 415 Limpsfield Road.

12. OUTSIDE BODIES AND PUBLIC EVENTS

The Clerk to remind absent Cllrs of the opportunity to attend a Parish Council Climate Action Day webinar on 30th September 2020. SB

Cllr Patel agreed to lead a Litter Pick of the Common Land on 31 October (start 10am). AP

Cllr Adams advised that the arrangements for Remembrance Day will change due to the COVID-19 outbreak and that he will circulate a copy of current proposals, via the Clerk, for Cllrs' information. NA

13. CORRESPONDENCE AND CONSULTATIONS

Cllr Adams offered to attend (subject to work commitments) TDC's Local Government Reorganisation Seminar in the absence of Cllr Lister on the 15th September. The Clerk to advise TDC. NA
SB

Cllrs briefly discussed the government's consultation on proposed changes to the planning system and felt that it was more appropriate for the Local Planning Authority (TDC) to respond.

The Clerk advised that the redirection service in respect of the Council's post would cease at the end of September and that he would collect post from the Library thereafter.

14. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of the Bond Road CRC, the re-opening of Warlingham Community Library and the launch of the Council's Grant Scheme (2020). 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 £6,597.99 covering the period of July and August. The Clerk to dispense pending payments and to remind the Green Improvement Scheme's architect of the approved funds for the production of a project plan. SB

16. NEXT MEETING

a) Cllrs noted that the next Council meeting will take place on Wednesday 7th October 2020. ALL

b) Cllrs agreed that the next Annual Parish Assembly should be held in 2021 in light of COVID-19 (in accordance with 2020 Regulations*).

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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2011	Simon Bold	*****	Clerk's salary for July 2020
2012	Tina Picanza	*****	Library volunteer coordinator's salary for July 2020
2013	Surrey Pension Fund	331.65	Employee and employer pension contributions for July 2020
DD	SSE (Southern Electric)	46.41	Power to the Green Q.2. 2020/21 (£44.20 net of VAT).
2014	Nick Dance	216.00	Grass Cutting of Common Land (£180 net of VAT)
2015	Howard Fairbairn Project Services Ltd	600.00	Green Improvement Scheme Phase 1 work (June 2020) in respect of Surrey County Council Highways (£500.00 net of VAT)
2016	Howard Fairbairn Project Services Ltd	1,152.00	Green Improvement Scheme Phase 1 work (July 2020) in respect of Surrey County Council Highways (£960.00 net of VAT)
2017	East Surrey Transport Committee	10.00	Annual affiliation fee for 2020
2018	Simon Bold	*****	Clerk's salary for August 2020
2019	Simon Bold	73.44	Reimbursement of costs incurred by the Clerk (August 2020)
2020	Tina Picanza	*****	Library volunteer coordinator's salary for August 2020
2021	Surrey Pension Fund	331.65	Employee and employer pension contributions for August 2020
2022	SSALC Limited	36.00	Training – 'Being an Effective Councillor' webinar (£30.00 net of VAT).
2023	Netwise Training Ltd (T/A NetWise UK)	1,209.00	New Council website, emails inc. domain and annual hosting (net of VAT)
	Total	6,597.99	

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