

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 3 JUNE 2020****Councillors (Cllrs) present:**

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

Attending:
none

Meeting opened at 7:45pm and closed at 9:17pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs 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 6 May 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 confirmed that Surrey County Council (SCC) had provided corrected versions of the Memorandum of Understanding for the Clerk to sign. A copy of the Licence (in respect of out-of-hours opening) was still awaited from SCC. SB

Cllr Prew reported that SCC highways engineers had assessed the routing of HGVs through Tandridge in connection with the proposed Covers Farm reclamation site in Westerham. As a result, SCC would write to Kent County Council stating that the local roads in Surrey were unsuitable and should be excluded from any decision to permit planning.

Cllr Bloore offered to help the Clerk formalise the procedures with respect to the display of remembrance poppies around the Green. RB

5. RESPONSE TO CORONAVIRUS (COVID-19) OUTBREAK

Cllrs acknowledged receipt of the latest activity report from the Coronavirus Aid Chelsham, Farleigh and Warlingham (CACFW) group. Cllr Pursehouse confirmed that all the potentially vulnerable people identified by Tandridge District Council (TDC) had been approached by the group to offer assistance.

Cllrs Bloore, Kempster, Morrow and Prew had also provided assistance to the group since the last meeting.

The Clerk reported that the bank details for the CACFW group were still awaited and that grant payments were delayed as a result.

Cllr Morrow outlined the campaign by TDC to promote the safe reopening of high streets ahead of the easing of lock-down restrictions and agreed to distribute posters for use by local shops. SM

6. RISK REGISTER

Cllrs Lister, Morrow and Prew to meet with the Clerk before a revised copy of the proposed Register is circulated to all Cllrs for consideration at the next Council meeting. CL
SM
KP

7. FINANCE

a) The Clerk had circulated the Council's Financial Statement (unaudited) as at 31 May 2020 which showed bank balances as follows: current account £112,035.50 and savings account £53,205.88. In addition, the Council had funds in the Public Sector Deposit Fund of £25,000.

- These balances included £100,834.09 of Community Infrastructure Levy (CIL) funds and earmarked reserves of £25,565.61. The Council's payments and receipts since the beginning of the financial year were £15,758.37 and £65,820.53 respectively.
- b) Cllrs reviewed and approved the List of Assets which had been circulated by the Clerk prior to the meeting. Over the coming months, the Clerk to reformat the document and review the inclusion of Library items (those owned by the Parish Council). SB
- 8. GREEN IMPROVEMENT SCHEME**
- Cllr Morrow confirmed that he and Cllr Prew had met with the architect, County Cllr Rush and SCC Highways Officers to discuss progression of the Scheme. At that meeting, SCC had agreed to conduct an assessment of the proposals and provide a report of their findings by 18th June. SM
- Cllr Morrow advised that a further meeting would be needed with SCC before a meeting of the Green Improvement Scheme Working Group to discuss the SCC Report and agree any necessary changes to the Scheme. If required, the architect will then be commissioned to make changes prior to the CIL Bid being completed and submitted to TDC. The submission of the CIL Bid to be considered and, if appropriate, approved at the July Parish Council meeting. KP
- Cllr Morrow confirmed that he had already written to TDC, landowner of the Green, seeking formal support for the CIL Bid. CL
- 9. AUDIT** JP
- The Clerk reported that the Internal Auditor's assessment for 2019/20 was still awaited (delayed due to lock-down restrictions). As a result, this item to be carried forward to the next meeting.
- 10. PLANNING COMMITTEE**
- Cllr Prew provided a verbal summary of the Planning Committee meeting of 19th May. SB
- In future, the Clerk to circulate the draft minutes of Planning Committee meetings to all Cllrs for information.
- (Note: the latest information on Covers Farm was discussed under item 4 – Matters Arising).
- 11. COMMITTEES & WORKING GROUPS**
- Members were appointed to Committees and Working Groups as shown in Appendix 1 below. Cllr Patel to advise, at the next meeting, whether the Warlingham Walks Working Group is still required. AP
- Appointments to Outside Bodies to be considered at the next meeting.
- 12. WARLINGHAM APPEARANCE**
- No items were raised under this item.
- Cllr Lister briefly left the meeting during the next item and Cllr Prew took the role of Chairman for that time.*
- 13. CORRESPONDENCE AND CONSULTATIONS**
- The Clerk to circulate details of Network Rail's consultation on proposals to increase rail capacity in the Croydon area and improve mainline Brighton services - Cllrs to provide any comments before the next meeting. SB
- 14. COMMUNICATIONS** ALL
- a) Cllr Lister to write the next CR6 magazine article on the subjects of continuing use of local shops and businesses, new summer hanging baskets and a replacement Union Flag on the Green. CL
- b) Cllrs Prew and Ralph to add articles on the same topics as 14a) to the Council's website and Facebook respectively. KP
- 15. PAYMENTS** ER
- Cllrs authorised the list of payments (see Appendix 2: Schedule of Payments) totalling £7,136.80 that had been circulated by the Clerk prior to the meeting. The Clerk to dispense payments. SB

Cllrs decided to wait for further information from SCC before considering expenditure relating to roadside grit bins – the Clerk to chase up County Cllr Becky Rush for details. SB

Cllrs agreed that salary payments for Library staff should continue during the lock-down period on the understanding that these staff remained available to help SCC respond to the COVID-19 outbreak.

Cllrs agreed to a professional survey of the trees on the Common Land – the Clerk to instigate. SB

16. NEXT MEETING

a) Cllrs noted that the next Council meeting was scheduled for Wednesday 8th July 2020.

b) Cllrs noted the schedule of future Council meetings (through to May 2021) provided by the Clerk. ALL

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

Nothing raised under this item.

APPENDIX 1:

COMMITTEES, WORKING GROUPS AND RESPONSIBILITIES 2020/21

COMMITTEES & WORKING GROUPS (Council Appointees):
COMMUNICATIONS (email and website) Simon Bold (Clerk), Charles Lister, Keith Prew and Ed Ralph.
PARISH PLAN Robin Bloore, Charles Lister and Ed Ralph.
PLANNING COMMITTEE Nathan Adams, Geoffrey Kempster, Anna Patel and Keith Prew with Cindy Steer and Charles Lister as first reserves
REMEMBRANCE DAY WORKING GROUP Nathan Adams and Keith Prew
WARLINGHAM GREEN IMPROVEMENT WORKING GROUP Simon Morrow (Chair), Charles Lister, Jeremy Pursehouse and Keith Prew (plus other appointees)
WARLINGHAM LIBRARY MANAGEMENT COMMITTEE Keith Prew (Chairman), Simon Morrow and Geoffrey Kempster
WARLINGHAM WALKS WORKING GROUP Anna Patel
RESPONSIBILITIES:
COMMON LAND Charles Lister
PUBLIC ACCESS DEFIBRILLATOR (LIBRARY) Geoffrey Kempster
PUBLICITY Charles Lister
SNOW CLEARING COORDINATOR <i>Ian Dale (volunteer)</i>

WARLINGHAM APPEARANCE Anna Patel and Cindy Steer
WAR MEMORIAL Robin Bloore
WEBSITE & FACEBOOK Keith Prew and Ed Ralph respectively (in partnership with the Clerk)

APPENDIX 2: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
1996	CJS Plants Limited	3,138.00	Hanging baskets (annual supply and maintenance and watering containers on the Green for the summer (£2,615 ex-VAT))
1997	Nick Dance	216.00	Grass cutting of Common Land (£180 ex-VAT)
1998	Simon Bold	*****	Clerk's salary for May 2020
1999	Simon Bold	45.23	Expenses in May claimed by the Clerk
2000	Tina Picanza	*****	Library volunteer coordinator's salary for May 2020
2001	Surrey Pension Fund	331.65	Employee and employer pension contributions for May 2020
2002	Surrey County Council	2,100.00	Warlingham Green Improvement Scheme highways assessment
	Total	7,136.80	