

**MINUTES OF THE REMOTE\* MEETING OF WARLINGHAM PARISH COUNCIL  
HELD ON 6 MAY 2020****Councillors (Cllrs) present:**

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

**Attending:**

County Cllr Becky Rush (part)

Meeting opened at 8:00pm and closed at 9:37pm

In attendance: Simon Bold, Clerk

**1. APOLOGIES**

Cllrs Anna Patel and Cindy Steer had provided their apologies prior to the meeting.

**2. CODE OF CONDUCT**

The Clerk confirmed that Cllr Pursehouse had made a change to his Notification of Interests form since the last meeting. No other Cllr had changed their existing Notification of Interests form.

The Clerk to re-send an email to Cllrs reminding them of the need to keep their Notifications current.

SB

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

**3. DISPENSATIONS**

None.

**4. MINUTES**

Cllrs approved the minutes of the 14 April 2020 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website.

SB

**5. MATTERS ARISING**

Cllr Morrow reported that Tandridge District Council's (TDC) bin replacement strategy had been given the go ahead but that separate bins for particular types of waste (e.g. recyclables) would not be a feature of the scheme. Each Parish Council will be consulted prior to the deployment of new bins.

Cllr Morrow also advised that Sevenoaks District Council had taken over the role of on-street parking enforcement. The effectiveness of the new regime would only be established after several months and once the impact of the COVID-19 outbreak had diminished.

*During the next item Cllr Adams left the meeting.*

**6. RESPONSE TO CORONAVIRUS (COVID-19) OUTBREAK**

Cllr Pursehouse had provided a report on the activities of the Coronavirus Aid Chelsham, Farleigh and Warlingham (CACFW) group prior to the meeting. Several Cllrs offered to meet volunteers from the group on Friday at the Village Hall and offer assistance.

Cllrs agreed that the £1,000 Financial Assistance grant received from TDC should be passed to CACFW with a requirement that the group provide an itemised breakdown of expenditure.

Cllrs also agreed that the £5,000 Community Foundation for Surrey grant should be passed across to CACFW. The Clerk to arrange both of these payments (see Appendix 1: Schedule of Payments) once the CACFW's bank details had been confirmed.

Cllrs were keen to maintain publicity that encouraged residents to continue to support local shops and businesses (see also item 13a). It was noted that the District Cllrs had contacted many local businesses to make sure that they were aware of the financial support available to them via TDC.

**7. GREEN IMPROVEMENT SCHEME**

Cllr Morrow outlined the requirements for making an application for £400,000 from TDC's Community Infrastructure Levy (CIL) reserves. He set out the related costs of putting together the bid and Cllrs approved a) up to £2,000 for the architect's fees for preliminary project planning work, liaison with Surrey County Council (SCC), meetings and revising the design if/as necessary to obtain SCC's support and (b) up to £2,100 for SCC Highways to carry out a safety assessment and provide advisory comments. This would be funded by the Parish Council's earmarked reserve of £3,000 and £1,100 of CIL reserves.

Cllrs Morrow and Prew to meet with the architect, County Cllr Rush and SCC Highways Officers before a meeting of the council members of the Working Group to discuss the CIL application. Cllr Morrow to convene these meetings.

SM

**8. WARLINGHAM COMMUNITY LIBRARY**

Cllr Morrow confirmed that the extension to the Library Licence (out-of-hours use) had not been provided by SCC. Item to be carried over to the next meeting.

Cllr Morrow recommended that the Council accept the revised Appendix 3 (Invoicing Schedule – 1 April 2020 to 31 March 2021) to the Memo of Understanding (MoU) which showed a reduction in staff costs of £594. The Clerk to instruct SCC to issue the MoU (subject to the Council's requested amendments) and sign.

SB

**9. PLANNING COMMITTEE**

a) The Clerk had circulated the minutes of the Planning Committee meetings of 10<sup>th</sup> March and 15<sup>th</sup> April. Cllr Prew provided a verbal summary of the Planning Committee meeting of 28<sup>th</sup> April as well as an update on the status of the Covers Farm Quarry planning application (being considered by Kent County Council).

Cllr Prew stated that the application included the potential for six HGVs to travel through the village every hour, eleven hours per weekday for a period of 5-6 years. Cllr Prew agreed to keep pushing SCC for the introduction of mitigations, where possible, to reduce the impact on the village and local roads. The Clerk to contact local Parishes and Sanderstead Residents' Association for their views.

KP

SB

b) No recommendations were made for consideration by Cllrs.

**10. FINANCE**

a) Cllrs noted the reconciliation of the Council's 2019/2020 year-end Financial Statement (unaudited) with the bank statements as at 31 March 2020.

b) Cllrs reviewed, and agreed, the Council's CIL Annual Spending Form for 2019/20 and to allocate £100,000 of CIL income to the Green Improvement Scheme. The Clerk to submit the form to TDC by 31 May.

c) The Clerk outlined the changes to the external audit Regulations for the 2019/20 reporting year, in light of the COVID-19 outbreak, which Cllrs noted.

SB

**11. INSURANCE**

The Clerk had circulated details of the terms of the Council's insurance policy renewal and a brief summary of cover on offer from other potential suppliers. Cllrs approved the continuation of the current insurance for a further year effective from 1 June 2020 (see also Appendix 1: Schedule of Payments). The Clerk to arrange.

SB

**12. CORRESPONDENCE AND CONSULTATIONS**

Cllrs discussed and agreed to add bunting around the Green in time for the V.E. Day commemorations. Cllrs Morrow, Prew and Ralph to arrange.

SM

ER

KP

SB

In respect of the attachment of poppies to the trees around the Green, it was agreed that the Clerk should raise this with the Remembrance Day Working Group e.g. the Council would like requests to be made well in advance in future.

**13. COMMUNICATIONS**

a) Cllr Lister to write the next CR6 magazine article covering the Council's support of the Coronavirus Aid group, a reminder for residents to continue to support local businesses and details of the proposed HGV routes in connection with the Covers

CL

Farm Quarry reclamation site.

- b) Cllrs Prew and Ralph to add articles on the same topics as 13a) to the Council's website and Facebook respectively. KP  
ER

#### 14. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £7,995.28 that had been circulated by the Clerk prior to the meeting. This included the £5,000 grant payment made by the Community Foundation for Surrey to CACFW using the Parish Council's bank account.

Cllrs agreed to add the £1,000 Financial Assistance grant from TDC to the list (see item 6 for details). The Clerk to dispense payments. SB

A discussion and decision in respect of the procurement of grit bins was carried forward to the next meeting.

#### 15. NEXT MEETING

Cllrs noted that the next Council meeting was scheduled for Wednesday 3rd June 2020. ALL

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

Nothing raised under this item.

### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
1988	TVA (Tandridge Voluntary Action)	20.00	Annual membership 2020-2021
DD#	Integrating Solutions Limited	60.00	Library photocopier provision (£50 net of VAT)
1989	Simon Bold	*****	Clerk's salary for April 2020
1990	Simon Bold	158.44	Expenses in April claimed by the Clerk
1991	Tina Picanza	*****	Library volunteer coordinator's salary for April 2020
1992	Surrey Pension Fund	331.65	Employee and employer pension contributions for April 2020
1993	Zurich Municipal	1,075.84	Insurance premium for 2020/21
DD#	SSE (Southern Electric)	43.03	Power supplied to the Green (£40.99 net of VAT)
1994	CFW Aid CIC	5,000.00	Transfer of grant funds from the Community Foundation for Surrey
1995	CFW Aid CIC	1,000.00	Transfer of grant funds from Tandridge District Council (Financial Assistance Grant)
	<b>Total</b>	<b>8,995.28</b>	

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

#DD = direct debit