

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 8 JULY 2020****Councillors (Cllrs) present:**

Charles Lister (Chair), Nathan Adams, David Cooley,
Geoffrey Kempster, Simon Morrow, Anna Patel,
Keith Prew, Jeremy Pursehouse, Ed Ralph and
Cindy Steer.

Attending:

none

Meeting opened at 7:45pm and closed at 9:30pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllr Robin Bloore had provided his 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 3 June 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

It was agreed to disband the Warlingham Walks Working Group. The Clerk to update the Council's List of Committees & Working Groups. SB

The Clerk to ask the County Cllr to ensure that the grit bin at the entrance to Shelton Avenue is not removed while the discussions about its cost of retention are pending. SB

The Clerk confirmed that a tree survey of the Common Land would be commissioned during the summer. SB

5. CORONAVIRUS (COVID-19) OUTBREAK

a) Cllr Pursehouse confirmed that the grant application for a post-lockdown event on The Green had been withdrawn following consultation with a number of retailers.

Cllrs acknowledged receipt of the latest report from the Coronavirus Aid Chelsham, Farleigh and Warlingham group. The Clerk advised that he was waiting for the group's bank account details in order to pay the remaining grant awards.

b) Cllr Prew confirmed that Surrey County Council (SCC) had not set a date for the re-opening of Warlingham Community Library. The Library Management Committee had written to SCC setting out points to be considered before re-opening can take place.

6. SURREY HIGHWAYS

The Clerk to write to the County Cllr pressing for the prompt re-opening of the Bond Road Community Recycling Centre (CRC) and with sufficient advance publicity - Cllrs also wished to see the facility accept a greater variety of waste and recycling than currently. SB

It was agreed that at the next meeting in September, Cllrs would discuss and select a highways improvement project (using the earmarked reserve of £3,000) for match-funding with the County Cllr. Cllrs to send project suggestions to the Clerk before September. ALL

7. RISK REGISTER

Cllrs reviewed the draft Risk Register which had been circulated to all Cllrs following a meeting of Cllrs Lister, Morrow and Prew (and the Clerk). Cllrs approved the Register subject to an amendment to item 14. The Clerk to amend and issue. SB

It was agreed to review the progression of items on the Register within the next six months.

8. GREEN IMPROVEMENT SCHEME

Cllr Morrow provided a verbal report of meetings and actions since the last Council

meeting. SCC had completed their assessment of Phase 1 and accepted, in principle, suggested changes by the architect.

Cllr Morrow advised that SCC would require the payment of a 'commuted sum' of money to cover maintenance - he felt this was advantageous as it would remove the need for the Council to make ongoing payments from Community Infrastructure Levy (CIL) reserves.

Cllrs approved a maximum of £350 (from CIL) to enable the Quantity Surveyor, if required, to re-work the costing of Phase 1.

The Green Improvement Working Group to meet on the 21st July to discuss and, if appropriate, agree proposals and to ask the architect to update the plan drawing of the Scheme. The architect then to send the revised plan to SCC for their approval. The Working Group to also discuss the CIL Bid.

SM

CL

JP

If and when SCC approve the above, Cllrs agreed that the Working Group can instruct the Clerk to submit the CIL Bid to Tandridge District Council (TDC) on the basis that the Parish Council will contribute a maximum of £100,000 (from CIL Reserves) towards Phase 1 of the Scheme with TDC contributing the balance (currently approximately £430,000) from its CIL Reserve.

KP

SB

9. FINANCE

Cllrs reviewed the latest financial statement (which included a summary of reserves) and the variances report provided prior to the meeting by the Clerk. Cllrs acknowledged that the current financial position was satisfactory.

10. COUNCIL EMAILS AND WEBSITE

Cllr Prew provided a verbal summary of the recent work of the Communications Working Group and outlined a proposal for a new Council website and new Council email addresses which had been prompted by changes in local government regulations. Cllrs wished to adopt a simple solution with respect to emails.

Cllrs approved the proposal based on expenditure remaining within the 2020/21 I.T. budget and the (new website) earmarked reserve of £1,500.

CL

KP

The members of the Communications Working Group to select the most suitable contractor and implement the new arrangements with the help of the Clerk.

ER

SB

11. AUDIT

In respect of the Annual Governance and Accountability Return for 2019/20, Cllrs:

a) noted the Annual Internal Audit Report for 2019/20 and, due to nothing of concern being raised, agreed that no action was necessary.

b) approved Section 1 - Annual Governance Statement 2019/20 prepared by the Clerk.

c) approved Section 2 - Accounting Statements 2019/20 prepared by the Clerk (acting as Responsible Finance Officer).

The Chair to sign the original documents and the Clerk to submit to the external auditor prior to 31st July 2020. The Clerk to also issue the Notice of Public Rights and Publication before 13th July.

CL

SB

12. COUNCIL POLICIES AND THE GENERAL POWER OF COMPETENCE

Cllrs reviewed and adopted:

a) the Equal Opportunities and Diversity Statement circulated by the Clerk and

b) the existing Disciplinary, Grievance and Sickness Absence policies.

Cllrs resolved that:

c) the Council remained eligible to use the General Power of Competence.

13. PLANNING COMMITTEE

a) Cllrs Prew and Kempster reported on the Planning Committee meetings of 9th and 30th June respectively.

b) Cllrs discussed the progress of TDC's emerging Local Plan 2033. Cllrs noted that the Planning Inspector had written to TDC seeking clarification on a number of points relating to the proposed Garden Community and that, as a result, the Inspector's full report was delayed.

14. TRAINING

The Clerk had circulated a summary of training courses offered by the Surrey Association of Local Councils. The Clerk to book the 'Effective Councillor' training course (either webinar or meeting) on behalf of Cllr Adams at a maximum cost of £70 + VAT. The Chairman remarked that Cllrs should take advantage of training opportunities whenever possible.

15. OUTSIDE BODIES

Cllrs re-approved the list of Council representatives which had been circulated prior to the meeting (see Appendix 1: Outside Bodies)

16. WARLINGHAM GREEN AND WARLINGHAM'S APPEARANCE

a) Cllrs noted that two damaged bollards on the edge of The Green had been reinstated by TDC.

Cllr Morrow confirmed that banners promoting commercial activities were not permitted around the Green due to the prevailing planning permission.

b) The Clerk to chase up SCC for confirmation of the details of verge cuts and, if required during the Summer, instruct the contractor to do an additional cut.

SB

17. CORRESPONDENCE AND CONSULTATIONS

Individual Cllrs to respond, if they wish, to the Local Government Association's Code of Conduct consultation (due to end on 17th August). ALL

The Clerk to send a message to Network Rail supporting their proposals on easing the 'Croydon Bottleneck' (designed to improve Brighton services and generate additional network capacity). SB

18. COMMUNICATIONS

a) Cllr Lister to write the next CR6 magazine article on the subjects of the Green Improvement Scheme, the response of SCC to the Covers Farm Quarry planning application, Warlingham Community Library and the public's right to inspect the Council's 2019/20 accounting statement (as part of the audit process). CL

b) Cllrs Prew and Ralph to add articles on the same topics as 18a) to the Council's website and Facebook respectively. KP
ER

19. PAYMENTS

a) Cllrs authorised the list of payments (see Appendix 2: Schedule of Payments) totalling £13,808.27 that had been circulated by the Clerk prior to the meeting. The Clerk to dispense payments. SB

b) Cllrs agreed the List of Recurring Payments relating to the Scheme of Delegation.

20. FUTURE MEETING(S)

Cllrs noted the date of the next Council meeting of Wednesday 2nd September 2020.

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

Nothing was raised under this item.

Appendix 1: Outside Bodies

Representatives:
Blanchman's Farm Local Nature Reserve Keith Prew
Christmas Lights Committee Ed Ralph
Surrey Association of Local Councils Charles Lister
Surrey Rail Forum and East Surrey Transport Committee John Philips (volunteer)
Warlingham and Chelsham Relief In Need Geoffrey Kempster
Warlingham Church Hall Management Committee Cindy Steer
Warlingham Events Committee Robin Bloore
Warlingham Village Hall Management Committee Anna Patel

Appendix 2: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2003	Surrey County Council	5,348.70	Library assistants for Q.1. of 2020-21 (£4,457.25 net of VAT)
2004	Peter Frost (Peter J Consultants)	65.00	Internal Audit Review year ending 2019/20
2005	Simon Bold	*****	Clerk's salary for June 2020
2006	Simon Bold	52.34	Expenses in June claimed by the Clerk
2007	Tina Picanza	*****	Library volunteer coordinator's salary for June 2020
2008	Surrey Pension Fund	331.65	Employee and employer pension contributions for June 2020
2009	HM Revenue & Customs	1,365.96	PAYE (Tax & NI) for Q.1. 2020-21.
2010	Surrey County Council	5,348.70	Library assistants for Q.2. of 2020-21 (£4,457.25 net of VAT)
	Total	13,808.27	

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