

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 3 MARCH 2021**

Councillors (Cllrs) present:

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

Attending:

1 visitor
County Cllr Becky Rush (part)

Meeting opened at 7:50pm and closed at 9:20pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Geoffrey Kempster, Ed Ralph and Cindy Steer had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

Cllrs Bloore, Prew and Pursehouse advised that they had an 'Other Interest' in respect of item 8 on the agenda and would not participate in any discussion or decision relating to this item.

No other 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 February 2021 meeting. The Clerk to add copies to the Council's notice board and website.

Cllr Patel had left the meeting by this point.

SB

4. MATTERS ARISING

Cllr Bloore advised that the War Memorial Conservation Plan had been drafted but required the addition of an Inspection Checklist before circulation to fellow Cllrs for comment.

RB
SB

Cllr Pursehouse confirmed that work on the Emergency Plan was progressing. Cllrs were happy to have members of Chelsham & Farleigh Parish Council invited to join the Working Group.

JP

The Clerk confirmed that tree work at the Common Land was scheduled to take place in mid to late May 2021.

5. HIGHWAYS AND TRANSPORT

Prior to the meeting, the Clerk had circulated a report by SCC Highways Officers received from County Cllr Becky Rush in respect of the positioning of Vehicle Activated Signs (VAS) in Warlingham. Cllrs proposed that in addition to the existing useable posts, that six more posts be installed (subject to cost) on Westhall Road and Limpsfield Road (two north of the Green and two south of the Green). The Clerk to liaise with the County Cllr and report progress to Cllrs.

SB

Since the last meeting, the Council had received an invitation from Woldingham Parish Council to consider the joint funding of a tractor-mounted gritter for use, should the need arise, on roads in Warlingham. Cllrs felt that all the significant routes in Warlingham were being adequately gritted by SCC each winter and so the invitation should be declined. The Clerk to advise Woldingham Parish Council.

SB

With reference to highways signs obscured by dirt (raised at the February meeting), Cllrs to provide details to the Clerk for passing to the County Cllr with a request for action. The Clerk to also ask the County Cllr for news on whether improvements to the appearance of the bike stands around Warlingham Green would be possible.

ALL

SB

Cllrs briefly considered a number of other highways topics and some Cllrs expressed the following opinions:

- A preference to use the Surrey County Cllr match-funding earmarked reserve of £3,000 to repair a kerbside corner at Hamsey Green Gardens
- That to retrospectively include Electric Vehicle Charging Points into the design of Phase

One of the Green Improvement project would be problematic. There was, therefore, a preference to look at the feasibility of other locations in particular the Shoppers Car Park.

- Any proposal to make any part of Farleigh Road “One-Way” was likely to be unpopular with residents and road users and create more problems than it would solve.

6. LIBRARY MANAGEMENT COMMITTEE

Cllr Prew provided a report of the Committee meeting of 2 March 2021. The Library continued to operate on a Click & Collect basis with three new volunteers recently appointed and a possibility of a further two.

Cllrs noted and approved the urgent replacement of the Library’s main laptop, including software, at a cost of £591.65 (net) and the cost of an attempted repair and the successful transfer of data costing £45 (net). Cllrs also agreed to extend the Library’s zoom subscription beyond the trial period on a monthly subscription of £11.99 (net) – the Clerk to advise the Library Volunteer Coordinator. It was noted that all expenditure to come from available funds within the Library budget.

SB

Cllrs noted that further expenditure of up to £160 may be necessary to improve the performance of the Library Volunteer Coordinator’s laptop, subject to further assessment by Cllr Prew.

KP

7. FINANCIAL REGULATIONS

Cllrs agreed amendments to Financial Regulations to include reference to the additional authorisation arrangements as set out in the Scheme of Delegation. The Clerk to update and issue.

SB

8. GRANT APPLICATION

Cllr Pursehouse provided additional information regarding the grant application submitted by the Blanchman’s Farm Local Nature Reserve.

At this point, Cllrs Bloore, Prew and Pursehouse temporarily left the meeting.

Cllrs discussed the application and agreed a grant of £3,000 in recognition of the need for improvements to the fencing around the horse-grazing paddocks which should result in more grazing income for the Reserve in the longer term.

The Clerk to make the payment in April 2021 and to add to the award letter that the timing of the payment was an exception (and did not set a precedent) and that it fulfilled the Council’s consideration of grants to the Reserve for both 2020/21 and 2021/22.

SB

At this point, Cllrs Bloore, Prew and Pursehouse re-joined the meeting.

9. PLANNING COMMITTEE

Cllr Prew provided a summary of the Planning Committee meeting of 16th February 2021.

10. WARLINGHAM APPEARANCE

No issues were raised on this occasion.

11. OUTSIDE BODIES AND EVENTS

The Clerk advised of future (virtual) events relating to the London Green Belt Council AGM and webinars from the CCLA (the provider of the Council’s Public Sector Deposit Fund investment).

12. CORRESPONDENCE AND CONSULTATIONS

Cllr Prew gave a verbal report of a presentation by Tandridge District Council (TDC) on the subject of a new Members’ Code of Conduct. The Clerk advised that if adopted, TDC was likely to ask Parish Councils to adopt the same Code.

A report from the Coronavirus Aid Chelsham, Farleigh & Warlingham group had been circulated to Cllrs, for information, prior to the meeting. Cllrs indicated that a copy of the report could be displayed on the Council’s website – the Clerk and Cllr Prew to arrange.

KP

SB

The Clerk reported that the Society of Local Council Clerks had advised that any settlement of the Local Government pay claim (governing the pay of Council employees) was likely to be delayed for months. The Clerk to monitor and advise Cllrs in due course.

SB

At this point, the meeting was adjourned for a short period.

13. COMMUNICATIONS

- a) Cllr Lister to write the next CR6 magazine article on the subjects of the Library, local

CL

- elections and the scheduled timing of tree work at the Common Land. KP
- b) Cllrs Prew and Ralph to add articles, on the same topics as 13a) to the Council's website and Facebook respectively. ER
- 14. PAYMENTS**
- Cllrs noted and authorised the list of payments totalling £2,547.70 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB
- Cllrs agreed to expenditure of £99 for a new add-on feature to the Council's website (ref 'Operation London Bridge') - this expenditure to come from the Council's website budget. SB
- The Clerk to instruct the contractor to proceed.
- Cllrs also agreed expenditure in respect of the 2021/22 subscriptions to the Society of Local Council Clerks (of £131) and Association of Local Council Clerks (of £20).
- The Clerk advised that a £60 credit note had been issued by the Library's photocopier maintenance contractor (in recognition of the impact of COVID-19) which, after charges, left a credit of £17.02 on the Council's account. An adjustment would be made for the payment previously authorised in December 2020 of £37.89 – Clerk to update the Council's financial records. SB
- Cllrs agreed that the Clerk should contact the hanging baskets contractor for a quote to cover the next twelve months. The Clerk to action and provide details at the next meeting. SB
- The Clerk to contact the Council's previous website contractor to ensure that any outstanding fees are presented for payment prior to the financial year-end.
- 15. NEXT MEETING**
- Cllrs noted that the next Council meeting will take place on Wednesday 7th April 2021. ALL
- 16. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**
- None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2072	Peter Currell	30.15	Repairs to the Council's salt spreader
2073	Simon Bold	**	Clerk's salary for February 2021
2074	Simon Bold	744.95	Reimbursement of costs incurred by the Clerk in February 2021 (including a replacement main Library laptop)
2075	Tina Picanza	**	Library volunteer coordinator's salary for February 2021
2076	Surrey Pension Fund	340.71	Employee and employer pension contributions for February 2021
2077	Asylum Computers	45.00	Library laptop repair attempt and successful retrieval of data.
	Total	£2,547.70	

* 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.