

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON
5 FEBRUARY 2020 AT WARLINGHAM COMMUNITY LIBRARY IN WARLINGHAM.**

Councillors (Cllrs) present:

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

Attending:

*1 visitor and
County Cllr Becky Rush (all part)*

Meeting opened at 7:55pm and closed at 9:55pm

In attendance: Simon Bold, Clerk

1. APOLOGIES

Cllrs David Cooley, 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.

Cllr Pursehouse declared an 'Other Interest' in respect of item 9 on the agenda.

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 8 January 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 advised that Tandridge District Council (TDC) had approved Warlingham Community Library as the future Polling Station for Warlingham West (instead of the Girl Guide Hut on Westhall Road).

The Clerk advised that the Parish Council annual precept for a Band D property in Warlingham for 2020/21 was estimated to be £19.23 (79 pence more than the current year) based on the most recent tax base figure provided by TDC.

The Clerk to upload copies of the Council's responses to the two Inspector-led Local Plan consultations to the Council's website. SB

5. HIGHWAYS AND TRANSPORT

a) Cllrs noted that Surrey County Council (SCC) Highways were due to address the problems raised with the inspection chamber outside no. 434 Limpsfield Road. County Cllr Becky Rush had also taken up with the County's contractor complaints about mud and debris left behind after highways drain clearance.

Cllrs made a request to County Cllr Rush that the worst of the remaining potholes along Farleigh Road (following resurfacing of another section of the road) be repaired as well as a number of carriageway defects near the Medical Centre on Church Road.

b) Cllrs agreed that the roadside verges in Warlingham should be cut in March (as part of the additional funding allocation made by the Parish Council) subject to suitable weather and ground conditions. The Clerk to liaise with SCC. SB

6. GREEN IMPROVEMENT SCHEME

Cllr Morrow reported that he and other Cllrs had met with TDC officers to finalise the arrangements of the public vote due to commence on 10 February. Voting facilities at the Library had also been organised including training of staff and volunteers.

Cllr Morrow stated his gratitude for the help from the staff at the CR6 magazine in relation to production and delivery of the Council's Green Improvement Scheme leaflet.

Only a small number of houses had required their own separate delivery which Cllr Morrow had completed.

The Council's website and notice board had been updated with information about voting and TDC would promote the vote through its usual channels of communication during February.

7. FINANCE

a) The Clerk had circulated the Council's Financial Statement (unaudited) as at 31 January 2020 which showed bank balances as follows: current account £85,494.05 and savings account £53,187.23. These balances included £81,718.66 of Community Infrastructure Levy (CIL) funds and earmarked reserves of £15,129.76. The Council's payments and receipts for the last full month were £8,596.10 and £187.50 respectively.

b) Those Cllrs that had attended recent Community Infrastructure Levy seminars by TDC briefly discussed the content. The Clerk to circulate slides from the Parish Council presentation to all Cllrs (once available from TDC). SB

8. RISK REGISTER

Cllr Lister provided an update on creating a separate Register of risks that require management by Council members. Cllrs to nominate items for the Register prior to Cllr Lister producing a final version for consideration and approval at the next meeting. ALL

During the next item, Cllr Nathan Adams joined the meeting. He declared that he had no items of Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda. CL

9. WARLINGHAM GREEN – APPEARANCE AND VITALITY

The subject of flag flying was carried forward to the next meeting.

The Clerk reported that TDC had confirmed their intention to install two bollards opposite no. 407 Limpsfield Road in order to prevent vehicles parking on the edge of the Green and causing damage and traffic delays.

Cllrs approved the request to display banners made by the Warlingham Fair Committee. The Clerk to inform the applicant. Cllrs noted that no response had been received from the John Fisher Sports Club in respect of their pending banner requests. SB

10. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided a report of the recent meeting of the Warlingham Library Management Committee. The number of visits to the Library were slightly down (in line with a national trend) but that borrowings were up. The Management Committee would continue to look at ways to promote the Library e.g. crafts sessions, attending local events.

Cllr Morrow reported that SCC had agreed to extend the Memorandum of Understanding and Licence through to March 2021 – documentation to follow.

The Management Committee to consult with SCC about the possibility of re-locating the road-side (lamp-post mounted) Library sign. SM

11. PLANNING

a) Cllr Prew provided a verbal summary of the Planning Committee meeting of 28th January 2020 including the Committee's objection to the potential number of HGVs in respect of the Covers Quarry, Westerham planning application (a potential land reclamation site). Both SCC and the County Cllr had also sent objections to Kent County Council.

Cllr Prew agreed to provide a summary of the issues to be sent to the local MP by the Clerk. Cllr Prew to also update the Council's website so that residents can view the details and comment to KCC if they wish. KP

Cllr Pursehouse and a number of other Cllrs agreed to put together a news release, to be issued by the Clerk, in order to raise awareness more widely. JP

b) There were no planning recommendations from the Committee for Cllrs to consider. SB

12. TRAINING

Cllrs approved the Clerk's attendance of a Legal & Finance Day in March organised by the Surrey & Sussex Association of Local Councils (maximum cost £120 + VAT). The Clerk to book. The Clerk advised that he did not feel that an 'End of Year Finance' training course was necessary on this occasion – Cllrs agreed. SB

Cllrs expressed their interest in a Climate Emergency Parish Action Day organised jointly by the Society of Local Council Clerks and the Centre for Sustainable Energy. The Clerk to respond to the organisers indicating the Council's willingness to send at least two delegates to the event. SB

13. EMPLOYMENT

a) Cllrs noted the results of the Pension Fund Actuarial Valuation at 31 March 2019 and proposals by the Surrey Pension Fund effective from 01/04/2020. The Clerk to send a response stating that the Council was concerned by: SB

- the timing of the consultation which had come after the Council had already approved its budget for 2020/21
- the short period of time to review the details
- the introduction of financial penalties for administrative delays which Cllrs considered to be disproportionately onerous for those smaller councils with limited manpower and funding.

Cllrs also requested that the Surrey Pension Fund be asked to publish the feedback to their proposals.

b) The Clerk advised that the National Joint Council for Local Government Services pay scales for 2020/2021 had not, as yet, been finalised.

14. WARLINGHAM APPEARANCE

The Clerk to arrange a cut of the Common Land subject to suitable weather and ground conditions. Cllr Patel to provide details of a future Litter Pick for consideration at the next meeting. SB AP

Cllrs wished to arrange bulb planting in the Autumn.

15. CORRESPONDENCE AND CONSULTATIONS

The Clerk advised Cllrs that, under the provisional local government finance settlement of 2020-21, council tax referendum principles (limiting increases in the precept) would not apply to Parish Councils.

The Clerk reminded Cllrs that Tandridge Voluntary Action had launched the Local Heroes Awards for 2020 and were seeking nominations by 28 February.

Cllrs agreed that the Clerk should complete the Joint Panel of Accountability and Governance (JPAG) survey, on behalf of the Council, in respect of the Practitioners' Guide to Proper Practices by the deadline of 28 February 2020. SB

Cllrs discussed and agreed that there would be no change to the Council's original decision in respect of the East Surrey Dial-A-Ride (ESDAR) grant application following a request for the Council to reconsider by a member of ESDAR Board. The Clerk to send the Council's response. SB

Cllrs noted the thank you letter from the Caterham and Warlingham Citizens Advice in respect of the recent grant award.

The Clerk to instruct the Surrey & Sussex Association of Local Councils to add Cllrs to their email circulation list of their Surrey Bulletin. SB

16. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllr Adams confirmed that he has attended the Royal Fusiliers' Service of Commemoration at All Saints' Church on 10th January and the Armed Forces social event, hosted by District Cllr Bob Milton - Tandridge Military Champion, earlier in the evening.

Cllr Pursehouse advised that there would be a V.E. Day celebration in Warlingham

between the 8th -10th May 2020.

17. COMMUNICATIONS

- a) Cllr Lister to write the next CR6 magazine article covering the subjects of how to report highways defects via the SCC website, the Council's concerns about the Covers Farm Quarry planning application and a reminder about the Green Improvement Scheme vote (ending 6 March 2020). CL
- b) Cllrs Prew and Ralph to add articles on the same topics as 17a) and Cllr Ralph to ensure that the Green Improvement Scheme details and how to vote were displayed on the Council's Facebook page. KP ER

18. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £29,213.47. These payments included a transfer of £25,000 to the CCLA Public Sector Deposit Fund. The Clerk to dispense these payments. SB

It was noted that the cumulative cost of power to the Green exceeded the amount in the Council's budget. The Clerk confirmed that the budget for next year had been increased to make provision for usage based on actual meter readings rather than estimated use. The memorial lighting fault appeared to be intermittent and would be monitored over coming months.

19. NEXT MEETING

Cllrs noted that the next scheduled Council meeting will take place on 4 March 2020.

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

Nothing was discussed under this item.

Appendix 1 : Schedule of Payments

Chq No.	Payee	Amount £	Comments
1961	Howard Fairbairn Project Services Ltd	1,800.00	Completion of Phase One plan, paving options and attendance of meeting (£1,500 net of VAT)
1962	Warlingham Village Hall	35.00	Booking of hall for the Annual Parish Assembly in May 2020.
1963	Surrey County Playing Fields Association	10.00	Affiliation fee for 2019/2020.
1964	Simon Bold	*****	Clerk's salary for January 2020
1965	Simon Bold	17.16	Expenses in January claimed by the Clerk
1966	Tina Picanza	*****	Library volunteer coordinator's salary for January 2020
1967	Tina Picanza	9.85	Expenses in January 2020 claimed by the Library Coordinator.
1968	Surrey Pension Fund	308.20	Employee and employer pension contributions for January 2020
DD*	SSE (Southern Electric)	172.90	Power supplied to the Green (£164.67 net of VAT)
DD*	Integrating Solutions Limited	12.73	Library photocopier provision to January 2020 inclusive (£10.61 net of VAT)
1969	Dan Jordan Publishing Ltd	573.47	Production and delivery of CR6 magazine insert re: Green Improvement Scheme (£477.89 net of VAT).
1970	Public Sector Deposit Fund	25,000.00	Deposit into the CCLA investment scheme.
	Total	29,213.47	