

**MINUTES OF THE REMOTE* MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 7th APRIL 2021**

Councillors (Cllrs) present:

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

Attending:

1 visitor
County Cllr Becky Rush (part)

Meeting opened at 8:00pm and closed at 9:34pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllr Nathan Adams had provided his apologies prior to the meeting.

2. CODE OF CONDUCT

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 March 2021 meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

Cllr Bloore advised that a War Memorial Condition Survey Checklist will be drawn up after a site visit with the Clerk. Thereafter, a draft War Memorial Conservation Plan and Checklist would be circulated to Cllrs for review. RB
SB

Cllr Pursehouse confirmed that representatives of Chelsham & Farleigh Parish Council had joined the last Emergency Plan Working Group meeting and that the development of the Plan was progressing.

In respect of the Library, Cllr Prew confirmed that there was no news from Surrey County Council (SCC) with respect to the renewal, or extension, of the Memo of Understanding and Licence. He added that limited browsing within the Library would commence from the 13th April and that the Library would extend its opening hours on Thursdays and Saturdays to include afternoons - browsing would be limited by numbers entering the building and social distancing guidelines.

The Clerk and Cllr Prew advised that the new website contractor had been asked to improve, if possible, the automatic re-direction from the old website location to the new. Other than that, Cllrs were pleased with the new website.

5. HIGHWAYS AND TRANSPORT

Cllrs noted that prior to the meeting, County Cllr Becky Rush had advised that there was no news on the cost of installing posts for VAS signs (Vehicle Activated Signs). The Parish Council's request for certain highways signs to be cleaned had been passed, by the County Cllr, to the SCC 'Community Gang' for action – anything that was the responsibility of Tandridge District Council would be advised to the Clerk.

News was awaited, via the County Cllr, on whether SCC Highways planned to repair any of the damaged bike stands around Warlingham Green.

6. YEAR-END FINANCIAL STATEMENT

a) The Clerk has circulated a copy of the 2020/21 year-end Financial Statement (unaudited) prior to the meeting. Cllrs raised a small number of questions which the Clerk dealt with. Cllrs reconciled this year-end statement with the Council's bank and Public Sector Deposit Fund statements as at 31 March 2021.

b) The Clerk had circulated a copy of the Community Infrastructure Levy (CIL) Annual

- Spending Form for 2020/21 which Cllrs agreed. The Clerk to send a copy to Tandridge District Council (TDC), prior to 31 May 2021, and upload a copy on the Council's website. SB
- 7. COMMON LAND**
The Clerk gave a brief summary of the scheduled tree work at the Common Land and explained that there may be an additional charge due to the requirements of SCC's temporary traffic management licencing. The Clerk felt that the total amount approved by Cllrs at the February 2021 meeting, which included a modest contingency, would be sufficient to cover any extra charge.
- 8. PLANNING COMMITTEE**
Cllr Prew provided a summary of the Planning Committee meeting of 9th March and Cllr Kempster provided a summary of the meeting of 30th March. Both Cllrs confirmed that there was no decision from Kent County Council with respect to the Covers Farm Quarry application.
- 9. WARLINGHAM APPEARANCE (INCLUDING WARLINGHAM GREEN)**
- a) Cllrs asked the Clerk to send a message to TDC in recognition of the work of the street cleaning team in keeping Warlingham Green clear of litter and for dealing with incidents of additional litter promptly. SB
Cllr Patel agreed to organise the planting of spring bulbs around School Common (subject to permission) in the Autumn. AP
The Clerk to organise the re-positioning of a planter outside of the Co-op to its original position. SB
- b) Cllr Patel to organise a litter pick of the Common Land on the 15th May. The Clerk to publicise this via the Council's notice board and website nearer the time. AP
SB
- 10. OUTSIDE BODIES AND EVENTS**
The Clerk highlighted the date of the next VE Day commemorations (8th May) and the rescheduled Tandridge Befriending Scheme "Q&A" session.
In respect of local commemorations of the 100th Anniversary of the Royal British Legion on the 15th May, Cllrs asked that any poppies attached to trees around the Green should make reference to the Anniversary and should not remain up for more than a few days. The Clerk to advise organisers (and the Remembrance Day Working Group for information). SB
Cllr Steer temporarily left the meeting during the next item
- 11. CORRESPONDENCE AND CONSULTATIONS**
The Clerk raised a number of items of correspondence received since the last meeting. After a brief discussion, Cllrs chose not to participate in the government's "Local Authority Remote Meetings: Call For Evidence" consultation ending 17th June 2021.
- 12. COMMUNICATIONS**
Cllr Lister to write the next CR6 magazine article on the subjects of the scheduled tree work at the Common Land, revised Library opening times, the Annual Parish Council meeting, the next Council-led litter pick and an update on the services available at the Bond Road Community Recycling Centre. CL
Cllrs Prew and Ralph to add articles on these subjects to the Council's website and Facebook respectively. KP
ER
- 13. NEXT MEETING**
- a) Cllrs discussed information provided by Cllr Lister prior to the meeting which set out the ramifications of the government's decision that local authorities must resume face-to-face meetings on or after 7 May 2021. It was felt that due to ongoing social distancing restrictions, Warlingham Community Library would not, for the time-being, be a suitable venue for the Council's meetings in May and June. It was agreed that a small number of Cllrs, along with the Clerk, should organise arrangements for the May meeting. The Clerk to keep the agenda as short as possible in the circumstances. CL
KP
JP
ER
CS
SB

b) Cllrs acknowledged the scheduled dates of the next three Council meetings as follows:
19th May, 2nd June and 7 July 2021.

14. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £6,295.41. The grant payment in respect of Blanchman's Farm Local Nature Reserve, authorised at the March meeting, was subsequently added to the list (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB

Cllrs agreed future expenditure on the supply, watering and maintenance of hanging baskets for the next twelve months and the watering of the tubs outside the Co-op at the Green (between June and September inclusive) at a total cost of £2,615 (net of VAT). Cllrs also agreed to spend a maximum of £100 (net of VAT) on new plants for the tubs outside the Co-op. The Clerk to action. SB

The Clerk advised that the employee salaries payable at the end of the month would be dispensed in accordance with the Scheme of Delegation. SB

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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2078	Tina Picanza	63.78	Reimbursement of costs incurred by the Library Volunteer Coordinator during 29 January and 25 March 2021
2079	Burridge Property	623.14	Website, email and domain hosting services (2018-2021).
2080	Surrey ALC Limited	2,233.34	Subscription, including National Association of Local Councils, for 2021/22
2081	Simon Bold	**	Clerk's salary for March 2021
2082	Tina Picanza	**	Library volunteer coordinator's salary for March 2021
2083	HM Revenue & Customs	1,323.94	PAYE (Tax & NI) for Q.4. 2020/21
2084	Surrey Pension Fund	340.71	Employee and employer pension contributions for March 2021
2085	Simon Bold	40.61	Reimbursement of costs incurred by the Clerk in March 2021
2086	The Society of Local Council Clerks	131.00	Membership subscription 2021/22
N/A [#]	Association of Local Council Clerks	20.00	Membership subscription 2021/22
2087	DM Payroll Services Ltd	132.00	Administration of payroll 2021/22
2088	Blanchman's Farm Nature Reserve	3,000.00	Grant Award (<i>using the General Power of Competence</i>).
	Total	£9,295.41	

**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.*

Due to this organisation's preferred method of payment by credit or bank card, this item will be re-claimed by the Clerk and included under 'costs incurred' at the next meeting.