

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL  
HELD ON 2<sup>nd</sup> JUNE 2021*****Councillors (Cllrs) present:***

*Keith Prew (Vice-Chair and Chair of the meeting),  
Matthew Elmer, Grace Kempster, Debbie Mayhew,  
Simon Morrow, Anna Patel, Mark Payne and  
Jeremy Pursehouse.*

***Attending:***  
*1 visitor*

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

***In attendance: Simon Bold, Clerk***

**1. APOLOGIES FOR ABSENCE**

Cllrs Nathan Adams, Robin Bloore and Cindy Steer had provided their apologies prior to the meeting.

**2. CODE OF CONDUCT**

The Clerk confirmed that Cllr Steer had provided a completed Notification of Interests form since the last meeting. In addition, Cllrs Matthew Elmer and Mark Payne had updated their Notifications. The Clerk to upload a revised Register of Councillors' Interests to the Council's website.

SB

**3. MINUTES**

Cllrs approved the minutes of the 19<sup>th</sup> May meeting. The Clerk to add copies to the Council's notice board and website.

SB

**4. MATTERS ARISING**

Cllr Prew provided a summary of a report from Surrey County Cllr Becky Rush and a proposal with respect to Vehicle Activated Signs (VAS) and bike stands around Warlingham Green. On the basis of a contribution of £1,000 from the County Cllr, Cllrs acknowledged that six posts, suitable for mounting a mobile VAS sign, could be funded from the Parish Council's previously approved expenditure of £2,250. The Clerk to advise the County Cllr and Surrey County Council (SCC) Highways Officers to proceed with the installation of the posts and to invoice the Council for £2,021. Cllrs noted that the balance of remaining funds would be required for battery packs and sundry items. Cllrs agreed to review the subject of bike stands around Warlingham Green at the next meeting.

SB

The Clerk to ask Tandridge District Council (TDC) to clean a number of road name signs identified by the Parish Council.

SB

The Clerk confirmed that he would revise the scope of Common Land tree work before asking contractors to re-quote.

SB

Cllr Patel confirmed that the Common Land had been successfully litter picked in May.

**5. COMMITTEES, WORKING GROUPS AND RESPONSIBILITIES**

a) Members were appointed to Committees, Working Groups and Outside Bodies as shown in Appendix 1 below. Cllrs agreed to the setting up of a Tree Working Group – Cllr Kempster and the Clerk to circulate proposed terms of reference and to contact potential Group members prior to the next Council meeting.

GK

SB

b) Specific responsibilities were allocated to particular Cllrs as shown in Appendix 1 below. Cllr Prew volunteered to be the Council's first point of contact for matters relating to local airports and aviation.

c) Cllr Pursehouse provided a short verbal summary of the recent and planned work of the Emergency Plan Working Group. He fully expected that a draft Emergency Plan would be available for consideration by Cllrs before the Council's September meeting.

**6. AUDIT**

Cllrs acknowledged receipt of audit papers circulated by the Clerk, acting as the Responsible Finance Officer, prior to the meeting.

- a) Cllrs noted the content of the Annual Internal Audit Report for 2020/21 and, due to nothing of concern being raised, agreed that no action was necessary.
- b) Cllrs considered the Annual Governance Statement for 2020/21 (AGAR Part 3 Section 1) which they then approved and which Cllr Prew signed.
- c) Cllrs considered the Accounting Statements for 2020/21 (AGAR Part 3 Section 2) which they then approved and which Cllr Prew signed.

The Clerk to circulate a copy of the Council's detailed Asset List to all Cllrs, display the Notice of Public Rights before the start of July and to send off the completed external audit by 2 July 2021.

SB

**7. ASSETS OF COMMUNITY VALUE (ACV)**

Cllr Prew provided an overview of the right of a Parish Council to nominate an ACV in accordance with sections 87-108 of the Localism Act 2011. Cllrs acknowledged that by registering an ACV, it would give the Parish Council the opportunity to submit a bid to purchase should the asset come up for sale.

The Parish Council had successfully registered five assets in the past and Cllrs agreed to submit new applications for these properties to TDC and, additionally, submit an application in respect of School Common.

The following Cllrs agreed to complete nomination forms for the Clerk to circulate prior to the July Council meeting:

Jeremy Pursehouse - Blanchman's Farm Local Nature Reserve

Cindy Steer – Warlingham Church Hall and White Lion Public House

Keith Prew – School Common

Simon Morrow - Warlingham Community Library

Anna Patel – Village Hall

JP

CS

KP

SM

AP

<i>Mark Payne left the meeting at this point.</i>
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**8. WARLINGHAM COMMUNITY LIBRARY**

Cllr Morrow provided details of the Library staff recharging fees from SCC for 2021/22. Cllrs approved this expenditure of £19,032 (within budget).

Cllr Prew provided a verbal summary of the last Library Management Committee meeting. He added that, as a result of the work of the Library Volunteer Coordinator in recruiting new volunteers, the opening times of the Library were now the same as before the pandemic.

Cllr Prew to seek feedback from TDC Officers following the use of the Library as a Polling Station on the 6<sup>th</sup> May.

KP

**9. PLANNING**

Cllr Prew provided a summary of the Planning Committee meetings of 4<sup>th</sup> May and 1<sup>st</sup> June 2021.

**10. WAR MEMORIAL**

The Clerk had circulated a draft War Memorial Conservation Maintenance Plan, prepared with Cllr Bloore, prior to the meeting.

Cllrs agreed to adopt this document on the basis of two changes which would specify the lead Cllr and frequency of condition surveys. The Clerk to amend and issue the Plan.

SB

The Clerk advised that following a recent survey, TDC had been asked to remove weeds from around the base of the Memorial and to make minor repairs to the adjacent flower bed retaining walls.

**11. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN**

- a) The Clerk to write to TDC requesting that the ‘water shoots’ growing at the base of the Lime Trees around the Green be cut down to improve the area’s appearance. SB
- b) After a brief discussion about the frequency of highway verge cuts by the County, the Clerk to contact SCC to ascertain the date of the next cut and when an additional cut, funded by the Parish Council, might be necessary. SB
- 12. TRAINING**  
The Clerk to circulate the latest details of training available from the Surrey Association of Local Councils. Cllrs to notify the Clerk of any training modules of interest to them. ALL
- 13. CORRESPONDENCE AND CONSULTATIONS**  
The Clerk reported that TDC would be cutting back a small number of Common Land tree branches that were overhanging the development site at Uplands. Details of any other works concerning the boundary would be advised by TDC to the Clerk and circulated to Cllrs. SB
- 14. COMMUNICATIONS**  
a) Cllr Steer to write the next CR6 magazine article on the subjects of the newly elected Council, the adoption of the War Memorial Conservation Maintenance Plan and the creation of a Tree Working Group. CS  
b) Cllr Prew to post articles on the same subjects as 14a) to the Council’s website. KP  
c) Cllr Pursehouse to setup a new login to the Council’s Facebook page to enable ongoing updates. However, no decision was taken on the future use of Facebook. JP
- 15. PAYMENTS**  
Cllrs acknowledged receipt of the list of payments, circulated prior to the meeting, which included some payments already made in accordance with the Council’s Scheme of Delegation (see Appendix 2: Schedule of Payments below). The Council authorised the remaining payments and the Clerk to dispense those payments not already made. SB
- 16. NEXT MEETING**  
a) Cllrs noted that the next meeting was scheduled for Wednesday 7<sup>th</sup> July 2021 and that the venue would be subject to prevailing government COVID-19 guidelines nearer the time. ALL  
The Clerk advised that 2021/22 financial statements for the period ending 30 June 2021 would be circulated to Cllrs prior to the next meeting. SB  
b) Cllrs noted the schedule of future monthly Council meetings through to May 2022 (no meeting was scheduled for August 2021).
- 17. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**  
None.

**APPENDIX 1****COMMITTEES, WORKING GROUPS, RESPONSIBILITIES AND OUTSIDE BODIES**

<b>COMMITTEES &amp; WORKING GROUPS (Council Appointees):</b>
<b>EMERGENCY PLAN WORKING GROUP</b> Nathan Adams, Robin Bloore and Jeremy Pursehouse
<b>PLANNING COMMITTEE</b> Nathan Adams, Matthew Elmer, Anna Patel and Robin Bloore (with Jeremy Pursehouse, Grace Kempster and Cindy Steer as reserves)

<b>REMEMBRANCE DAY WORKING GROUP</b> Nathan Adams and Keith Prew
<b>TREES WORKING GROUP</b> Grace Kempster, Anna Patel and Jeremy Pursehouse
<b>WARLINGHAM GREEN IMPROVEMENT WORKING GROUP</b> Simon Morrow (Chair), Jeremy Pursehouse, Keith Prew and Anna Patel
<b>WARLINGHAM LIBRARY MANAGEMENT COMMITTEE</b> Keith Prew (Chairman), Grace Kempster and Simon Morrow.
<b>RESPONSIBILITIES:</b>
<b>BIGGIN HILL AND GATWICK AIRPORTS LIAISON</b> Keith Prew
<b>COMMON LAND</b> Grace Kempster
<b>PUBLIC ACCESS DEFIBRILLATOR (LIBRARY)</b> <i>Geoffrey Kempster (volunteer)</i>
<b>PUBLICITY</b> Cindy Steer (as Chairman)
<b>SNOW CLEARING COORDINATOR</b> <i>Ian Dale (volunteer)</i>
<b>WARLINGHAM APPEARANCE</b> Anna Patel and Cindy Steer
<b>WAR MEMORIAL</b> Robin Bloore
<b>WEBSITE &amp; FACEBOOK</b> Keith Prew (in partnership with the Clerk) and Jeremy Pursehouse.
<b>OUTSIDE BODIES (Council representatives):</b>
<b>BLANCHMAN'S FARM LOCAL NATURE RESERVE</b> Cindy Steer
<b>CHRISTMAS LIGHTS COMMITTEE</b> Mark Payne
<b>SURREY ASSOCIATION OF LOCAL COUNCILS</b> Cindy Steer (as Council Chairman) and Keith Prew (as Council Vice-Chairman)
<b>SURREY RAIL FORUM AND EAST SURREY TRANSPORT COMMITTEE</b> Matthew Elmer
<b>WARLINGHAM AND CHELSHAM RELIEF IN NEED</b> Debbie Mayhew
<b>WARLINGHAM CHURCH HALL MANAGEMENT COMMITTEE</b> Cindy Steer
<b>WARLINGHAM EVENTS COMMITTEE</b> Robin Bloore
<b>WARLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE</b> Anna Patel

**Appendix 2: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2089*	Simon Bold	**	Clerk's salary for April 2021
2090*	Tina Picanza	**	Library Volunteer Coordinator's salary for April 2021
2091*	Surrey Pension Fund	350.73	Employee and employer pension contributions for April 2021
2092	Zurich Municipal	1,088.28	Annual Insurance Policy 2020/21
2093	TVA (Tandridge Voluntary Action)	20.00	Annual Membership 2021-2022
DD	SSE (Southern Electric)	51.04	Power to the Green Q.1. 2021/22 (£48.61 net of VAT).
2094	Simon Bold	**	Clerk's salary for May 2021
2095	Simon Bold	81.78	Reimbursement of costs incurred by the Clerk in April and May 2021
2096	Tina Picanza	**	Library Volunteer Coordinator's salary for May 2021
2097	Tina Picanza	34.42	Reimbursement of costs incurred by the Library Volunteer Coordinator in April and May 2021
2098	Surrey Pension Fund	350.73	Employee and employer pension contributions for May 2021
2099	CJS Plants Ltd	3,138.00	Supply and maintenance of annual hanging baskets and watering of planters (June to September) (£2,615.00 net)
2100	Peter Frost (Peter J Consultants)	65.00	Internal Audit Review of 2020-21.
2101	Nick Dance	216.00	Grass cutting of Common Land (£180 ex-VAT)
2102	Surrey County Council	3,000.00	Contribution towards local highways repairs in conjunction with County Councillor funding
2103	1 <sup>st</sup> Warlingham Scout Group	100.00	Hall hire 19 <sup>th</sup> May and 2 <sup>nd</sup> June 2021 for Council meetings.
	<b>Total</b>	<b>£11,323.32</b>	

*\*Paid in accordance with the Council's Scheme of Delegation*

*\*\*Payments relating to staff salary have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4.*