

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL
HELD ON 7th JULY 2021****Councillors (Cllrs) present:**

Cindy Steer (Chairman), Robin Bloore, Matthew Elmer,
Grace Kempster, Simon Morrow, Anna Patel and
Jeremy Pursehouse.

Attending:

County Cllr Becky Rush (part)
1 visitor (part)

Meeting opened at 8:07pm and closed at 9:52pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Nathan Adams, Debbie Mayhew, Mark Payne and Keith Prew had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

Cllr Steer declared a Disclosable Pecuniary Interest in respect of item 16. 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 2nd June meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

The Clerk confirmed that the Council's audit papers had been sent to the external auditor and that the Notice of Public Rights was currently on display on the Council's notice board and website.

The Clerk to:

- re-submit a request to Tandridge District Council (TDC) asking for certain road name signs, as identified by Cllrs, to be cleaned.
- re-format the Council's Asset List for circulation prior to the September meeting
- remove Cllr Bloore's name from the list of Planning Committee members.

SB

The Clerk confirmed that TDC had completed the weeding of the base of the War Memorial and also re-mortared sections of the retaining wall around the adjacent flower beds following a War Memorial condition survey conducted by Cllr Bloore and the Clerk.

Cllr Prew to provide feedback from TDC in respect of their use of Warlingham Community Library as a Polling Station on the 6th May 2021.

KP

5. HIGHWAYS AND TRANSPORT

a) Cllrs noted, following advice from the County Cllr, that the Parish Council's recent contribution of £3,000 to Surrey County Council (SCC) for local highways repairs would be allocated to remedial work to a damaged corner at Crewes Close.

In addition, Cllrs were pleased to hear that pedestrian access to the Bond Road Community Recycling Centre (CRC) had been re-introduced by SCC (see also 14a).

b) Cllr Morrow drew attention to the amount of detritus and weeds in the gutter adjacent to the Newsagent at Warlingham Green. The Clerk to monitor whether it is cleared by SCC.

SB

c) Cllrs discussed the condition of the bike stands around Warlingham Green and agreed that all should be retained. Cllrs agreed that the stand nearest the White Lion pub and adjacent to the public seating area should be replaced at an estimated cost of £264 to the Parish Council (see item 16). The Chair to advise the County Cllr.

CS

6. ASSETS OF COMMUNITY VALUE

Cllrs resolved that nominations should be submitted by the Clerk to TDC in respect of the following: SB

- Blanchman's Farm Local Nature Reserve, Warlingham
- School Common, Warlingham
- Warlingham Church Hall
- Warlingham Community Library
- White Lion Public House, Warlingham
- Village Hall, Warlingham

7. TREE WORKING GROUP – TERMS OF REFERENCE

Cllrs approved the Terms of Reference (a copy had been circulated prior to the meeting).

Cllr Kempster reported that the first meeting of the group was scheduled for the 19th July and she outlined the immediate aims and likely activities of the group.

Cllr Kempster also made a request for expenditure in respect of the Woodland Trust's "Plant a Tree for the Jubilee" initiative. This would provide the Council with some young trees for planting on the Common Land which Cllrs acknowledged as timely given the imminent removal of six mature trees due to Ash Die-Back (see also item 16).

8. COMMON LAND

a) The Clerk had circulated, prior to the meeting, an updated schedule of quotes from three contractors in respect of priority tree work. Cllrs agreed to a maximum expenditure of £11,000 (using the Council's general reserves once the Common Land budget and "Open Spaces and Appearance" earmarked reserve have been fully spent). The Clerk to issue instructions for the work to proceed. The Tree Working Group to provide suggestions on how the proposed work should be communicated to residents e.g., notices at the site. GK

b) In light of the fact that the Parish Council is the adjacent landowner to the Spaghetti Tree restaurant and likely to discuss matters of a commercially sensitive nature, Cllrs resolved to exclude the public in accordance with Sub-Section 2 of the Public Bodies (Admission to Meetings) Act 1960.

At this point, item 8b) was deferred to the end of the meeting - after item 17 – and the public excluded.

The outcome of item 8b) is recorded here, in the same order as the published agenda, for ease of reference.

The Clerk to send to TDC the Council's comments with respect to the Spaghetti Tree premises licence review by 20th July 2021. SB

The Clerk to contact the management of the Spaghetti Tree restaurant, owners of the premises and the Council's solicitor with respect to matters relating to parking and access. SB

9. PLANNING

Cllr Steer provided a verbal summary of the Planning Committee meeting of 22 June 2021.

10. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

The Clerk, aided by Cllr Bloore, to contact electrical contractors to discuss the feasibility, and likely cost, of upgrading the lighting of the War Memorial. RB

Cllr Steer reported that the appearance of the tubs outside of the Co-op had been improved by the addition of some new plants. SB

The Clerk advised that SCC had recently mown many of the local roadside verges but Cllrs raised concerns that a number of areas had not been cut - Cllrs to provide details to the Clerk so that the County Cllr can be asked to deploy the SCC Community Gang to ALL

cut these specific areas.

In addition, the Clerk to ascertain when SCC intend to schedule the next routine cut of all roadside verges across Tandridge. Cllrs to advise the Clerk, if and when they think a verge grass cut is necessary, so that he can make arrangements with the SCC contractor to complete an additional cut (if a SCC funded cut is not imminent). SB
ALL

Cllr Pursehouse to remind TDC about cutting the grass on the bunds around School Common. JP

11. FINANCE

a) Cllrs acknowledged receipt of the Council's unaudited 2021/22 financial statement (period ending 30 June 2021) and summary of variances and reserves circulated prior to the meeting. No comments or queries were raised.

b) Cllrs agreed that (ex-Cllr) David Cooley should be removed as an authorised signatory from the Council's bank account(s) in accordance with the existing Bank Mandate. The Clerk to oversee the completion and submission of the required forms. SB

12. TRAINING

Cllrs agreed that the Clerk book Cllr Elmer, Kempster and Patel on planning training provided by the Surrey Association of Local Councils at a cost of £40 per person. SB

13. CORRESPONDENCE AND CONSULTATIONS

Cllrs noted that the retention of the Stone Bench at Warlingham Green would be subject to a consultation with residents prior to any changes to the benches at the Green (as part of the Green Improvement Scheme). The Clerk to advise a resident who had enquired on this point. SB

14. COMMUNICATIONS

a) Cllr Steer to write the next CR6 magazine article on the subjects of the planters outside the Co-op, the re-introduction of pedestrian access to the Bond Road CRC, the re-scheduled tree work at the Common Land and, if required, an appeal for volunteers on behalf of the Warlingham, Chelsham & Farleigh Relief-In-Need Charity (the Parish Council has an appointed representative). CS

Cllr Steer to also write the CR6 article, to be published in September, on the subject of mobile Vehicle Activated Signage. CS

b) Cllrs Prew and Pursehouse to add articles, on these same subjects as 14a) to the Council's website and Facebook respectively. KP
JP

15. OUTSIDE BODIES AND PUBLIC EVENTS

Cllr Steer to attend the Chelsham, Farleigh and Warlingham Coronavirus Aid "Thank You" event for all the volunteers who have worked so tirelessly over the last eighteen months. CS

Cllr Pursehouse confirmed that funding had been secured for a Warlingham Village Day in late Summer.

16. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £11,344.51 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB

Cllrs agreed expenditure of £264 for a replacement bike stand, funded using the Parish Council's Community Infrastructure reserves (see item 5c) and expenditure of a maximum of £300 towards tree planting (see item 7). The Clerk, to obtain invoices in respect of these two items of expenditure. SB

17. NEXT MEETING

Cllrs noted the next scheduled meeting on Wednesday 1st September 2021 and that the choice of venue, likely to be Warlingham Community Library, would be subject to prevailing government COVID-19 guidelines. ALL

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

Cllrs discussed matters relating to the Spaghetti Tree and the Common Land under this section (see also item 8b above).

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2104	Surrey County Council	2,020.28	Contribution towards the installation of six posts for Vehicle Activated Signage
2105	Caterham On the Hill Parish Council	34.00	New Councillor training (by the Surrey Association of Local Councils) coordinated by Caterham Hill PC.
2106	Cindy Steer	94.41	Plants and compost purchased for planters at Warlingham Green
2107	Surrey County Council	5,709.60	Library assistants for Q.1. 2021/22 (£4,758 net of VAT).
2108	Mulberry & Co	42.00	Planning Training (£35 net of VAT)
2109	Simon Bold	**	Clerk's salary for June 2021
2110	Simon Bold	36.89	Reimbursement of costs incurred by the Clerk during June 2021
2111	Tina Picanza	**	Library Volunteer Coordinator's salary for June 2021
2112	Tina Picanza	60.65	Reimbursement of costs incurred by the Library Volunteer Coordinator in June.
2113	Surrey Pension Fund	350.73	Employee and employer pension contributions for June 2021.
2114	Nick Dance	216.00	Grass cutting of the Common Land (£180 net).
2115	1 st Warlingham Scout Group	50.00	Hall hire – Council meeting of 7th July
2116	HM Revenue & Customs	1,316.48	PAYE (Tax & NI) for Q.1. 2021/22
	Total	£11,344.51	

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