

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
Warlingham, Surrey, CR6 9NF
www.warlingham-pc.gov.uk

Simon Bold, Clerk
tel: 07951 211498
email: clerk@warlingham-pc.gov.uk

MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON 1st SEPTEMBER 2021

Councillors (Cllrs) present:

Cindy Steer (Chairman), Grace Kempster, Simon Morrow,
Keith Prew and Jeremy Pursehouse.

Attending:

County Cllr Becky Rush (part)
13 visitor (11 part)

Meeting opened at 8:00pm and closed at 10:45pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Nathan Adams, Robin Bloore, Debbie Mayhew, Anna Patel and Mark Payne had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

None.

3. MINUTES

Cllrs approved the minutes of the 7th July meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

With respect to the Bond Road Community Recycling Centre, Cllr Kempster had advised County Cllr Becky Rush that there appeared to be no external signage notifying the public that entry on foot is permissible (at certain times). Cllr Morrow had also advised the County Cllr that the weeds growing in the gutter outside the Newsagent at Warlingham Green had not been removed. County Cllr Rush had offered to address both these items. GK SB

The Clerk to update Cllrs, after the meeting, in respect of a number of items raised at previous meetings e.g. re-formatting the Council's Asset List.

5. HIGHWAYS AND TRANSPORT

a) Cllrs to review the County Cllr's comments in respect of the current Tandridge Parking Review once a written report has been received and circulated by the Clerk. ALL

The Clerk to make arrangements to have a replacement bike stand, near the White Lion Public House, installed either directly by Surrey County Council's (SCC) nominated contractor or via the Local SCC Highways Officer. SB

Cllrs to consider roadside verges that may be suitable for nomination under SCC's Blue Heart Scheme (re-wilding of verges) – these would only receive one cut per annum. Subsequent to this, Cllrs noted that they could also consider signage to help inform the public and publicise the Scheme. Cllr Kempster to circulate details of a similar Scheme promoted by Plantlife to Cllrs and the County Cllr. ALL GK

The Clerk to ask County Cllr Becky Rush for details of future highways work at Hamsey Green Gardens. SB

b) Cllrs Adams, Prew and Pursehouse had volunteered to manage the mobile Vehicle Activated Sign (VAS) due to be delivered by SCC in October 2021. Cllr Adams had completed the relevant training prior to the meeting and Cllrs Prew and Pursehouse to complete the training and advise the Clerk before the end of the month. The Clerk to then inform SCC of the Council's readiness to receive and operate the VAS. KP JP SB

c) The Clerk to pass details of SCC's 'Report-It' webpage to a resident concerned about overgrown hedges on the highway. SB

6. REPORTS FROM WORKING GROUPS

a) Tree Working Group - Cllr Kempster provided a brief overview of activities detailed

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
Warlingham, Surrey, CR6 9NF
www.warlingham-pc.gov.uk

Simon Bold, Clerk
tel: 07951 211498
email: clerk@warlingham-pc.gov.uk

in her report circulated prior to the meeting. She was pleased to confirm that the Group had many volunteers and had agreed its priorities. Cllrs agreed to fund up to £100 (using unspent funds from the Council's refreshment budget) for the printing of leaflets giving information on Ash Dieback Disease. Cllr Kempster to arrange the printing.

GK

Cllr Kempster advised that she had negotiated LANTRA Basic Tree Inspection training for up to 14 individuals at a competitive rate and a local venue - Cllrs agreed to expenditure of £300 for two Council-funded places (and related certification) using available funds from the Council's training budget. Cllr Kempster to organise this training, on the above basis, for local people and community groups.

GK

b) Emergency Plan Working Group – A draft Chelsham, Farleigh & Warlingham Emergency Plan had been circulated prior to the meeting. Cllr Pursehouse wished to thank Chris Hobbs at Tandridge District Council (TDC) for his invaluable help compiling the document and asked all Cllrs to review the document and provide their comments within the next two weeks. Cllr Pursehouse and the Clerk to subsequently liaise with C Hobbs before circulating a further draft ahead of the next Council meeting.

ALL

JP
SB

c) Warlingham Green Improvement Working Group - Cllr Morrow confirmed that the Parish Council's Expression of Interest submission had been accepted by TDC. Due to inflationary factors, the cost of Phase 1 of the Scheme had been revised to £595,000, of which he proposed that the Parish Council's contribution should be increased to £105,000. This was agreed. In order to proceed, the Parish Council was required to submit a new Community Infrastructure Levy (CIL) Bid Form by 1st October 2021. Cllr Morrow explained that the new form required some specialist knowledge on matters relating to risk, highways project management and procurement and he requested that the Scheme's architect be used to provide the technical detail required by TDC – Cllrs agreed to expenditure, from the Council's earmarked reserve, of up to £1,500 for this. The draft CIL Bid to be circulated by Cllr Morrow to members of the Working Group prior to its submission to TDC by the Clerk.

SM

SB

7. COMMON LAND

a) Cllrs thanked the Clerk for his prompt action in dealing with a trespass on to the Common Land and acknowledged the related expenditure to come from general reserves (see Schedule of Payments).

The Clerk had circulated, prior to the meeting, a quotation for an additional bund off High Lane to protect the land from further incursion – he confirmed that there were no special designations preventing the Council from taking this action. Cllrs approved expenditure, from CIL funds, of £2,350 (ex-VAT) and the Clerk to instruct the contractor to proceed.

SB

b) Cllrs acknowledged the Section 38 application, in respect of car park resurfacing work, made by Rondanini the owner of the Spaghetti Tree premises and the Clerk's response sent on behalf of the Council following consultation with Cllrs.

SB
GK

The Clerk to invite a representative of Rondanini to an informal meeting with Cllrs to discuss parking arrangements - Cllrs Kempster, Pursehouse and Steer volunteered to attend.

JP
CS

Cllrs agreed, in principle, to the request for a vehicular 'cross-over' of the Common Land to No.3 Chelsham Terrace. The Clerk to contact the home-owner to outline the terms. Subsequent to this, the Clerk to update Cllrs and liaise with the Council's solicitor as appropriate.

SB

8. WARLINGHAM COMMUNITY LIBRARY

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
Warlingham, Surrey, CR6 9NF
www.warlingham-pc.gov.uk

Simon Bold, Clerk
tel: 07951 211498
email: clerk@warlingham-pc.gov.uk

- a) Cllr Prew provided a verbal report of the last Warlingham Library Management Committee meeting. This included the re-wilding of part of the grassed area to the front of the building following advice from TDC.

He outlined a case for an increase in the Librarian and Library Volunteer Coordinators hours to enable better liaison between all parties. Cllrs agreed, in principle, to an additional annual salary cost of £1,525 to be paid to SCC for the Library staff and an additional paid hour per month for the Library Volunteer Coordinator (all from general reserves for the remainder of 2021/22). Cllr Prew to seek the approval of SCC to this proposal and, if agreed, to advise the Clerk when to make the necessary changes to payroll.

KP
SB

- b) In respect of Library marketing initiatives, Cllrs agreed to expenditure from CIL of £150 for a free-standing banner for display outside the library during open hours. In addition, Cllrs agreed up to £1,500 to fund 500 “Welcome Packs” to be given out to new residents. These packs would include, for example, details of the year-round programme of events in Warlingham and the services available at the Library.

Cllr Kempster to procure these items, in liaison with the Clerk, and to provide further information to Cllrs about the feasibility (and estimated cost) of a digital display for the front window of the Library.

GK
SB

Cllrs agreed to the use of the Library as a Polling Station on Thursday 5th May 2022.

9. PLANNING

- a) Cllr Steer provided a verbal summary of the Planning Committee meeting of 13 July 2021.

- b) Cllrs agreed that, ideally, there should be at least one more Cllr appointed to the Council’s Planning Committee in order to improve the likelihood of Committee meetings taking place as scheduled. Given the relatively low number of Cllrs present, it was decided to defer any further discussion on this point to the next meeting.

10. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

Cllrs agreed to allow banners to be displayed around the Green by John Fisher Sports Club prior to their November 2021 Fireworks event. The Clerk to advise the applicant of acceptable dates and the standard terms and conditions.

SB

The Clerk confirmed that he had contacted the land agent in respect of the hedge bordering the horse-grazing fields along Westhall Road and emphasised that any future cut should address the excessive height of the hedge as well as brambles and other vegetation at its base which can cause nuisance and potential injury to pedestrians.

The Clerk confirmed that he planned to contact contractors, with the help of Cllr Bloore, to obtain specifications and quotations for improved low energy lighting around the War Memorial at Warlingham Green.

RB
SB

The Clerk advised that SCC Highways’ next scheduled verge cut would take place in late Summer.

11. GRANT SCHEME 2021

Cllr Kempster made a couple of suggestions with respect to the Scheme’s qualifying criteria which she had passed to the Clerk for consideration. In the meantime, it was agreed to launch the 2021 Scheme with a submission deadline for completed applications of 31 October 2021. The Clerk to publicise the Scheme on the Council’s website and noticeboard and Cllr Pursehouse to promote the Scheme via the Council’s Facebook page.

SB
JP

Cllrs to review completed applications on Wednesday 17th November in preparation for the award of grants at the Council’s December meeting.

ALL

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
Warlingham, Surrey, CR6 9NF
www.warlingham-pc.gov.uk

Simon Bold, Clerk
tel: 07951 211498
email: clerk@warlingham-pc.gov.uk

12. TRAINING

Cllr Kempster commented that the recent planning training provided via the Surrey Association of Local Councils had been exceptional.

ALL

All Cllrs to let the Clerk know of any training opportunities they may wish to pursue.

13. CORRESPONDENCE AND CONSULTATIONS

Cllrs discussed the current public consultation by a developer in respect of land previously used by Shelton Sports Club (off Shelton Avenue). Cllrs were mindful of the need to reserve any judgement on proposals until a full planning application had been submitted to the Local Planning Authority (TDC).

The Clerk to write to the developer (before the 9th September) to remark that Cllrs felt it was premature for a housing scheme to be initiated prior to the approval of the District Council's 'Local Plan 2033' and to provide a short summary of the representations made by members of the public to the Council prior to the start of the meeting.

SB

The Clerk to re-circulate details of SCC's consultation on its Surrey Transport Plan 2022-2032 proposals and all Cllrs to provide any comments to the Clerk by 22 September.

SB
ALL

14. COMMUNICATIONS

a) Cllr Steer to write the next CR6 magazine article on the subjects of the launch of the Council's Grant Scheme 2021, future protection measures (bundling) and tree re-planting at the Common Land, initiatives to promote Warlingham Community Library and further information about the mobile VAS installation.

CS

b) Cllrs Prew and Pursehouse to add articles, on the same subjects as 14a) to the Council's website and Facebook respectively. Cllr Pursehouse to also create an additional administration login to the Council's Facebook to enable the Clerk access too.

KP
JP

c) Cllr Steer encouraged all Cllrs to make full use of their dedicated Council email addresses. Cllr Prew offered to check with particular Cllrs that they were able to access emails using their preferred devices.

KP

15. OUTSIDE BODIES AND PUBLIC EVENTS

Cllr Pursehouse outlined the arrangements and content of the Warlingham Village Day due to take place on Saturday 4th September. Cllrs asked that their appreciation be passed on to the organisers.

Cllr Adams had provided a schedule of estimated costs relating to Remembrance Day 2021 prior to the meeting. Cllrs acknowledged that this was above the budget of £335 but approved expenditure of up to £395 with the excess to be funded from underspends on other budget lines or general reserves.

16. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £4,309.37 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.

SB

Cllrs agreed expenditure of up to £200 for equipment required for the installation and maintenance of the mobile Vehicle Activated Sign - the Clerk to procure items as required.

SB

17. NEXT MEETING

Cllrs noted the next scheduled meeting on Wednesday 6th October 2021.

ALL

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

None.

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
 Warlingham, Surrey, CR6 9NF
 www.warlingham-pc.gov.uk

Simon Bold, Clerk
 tel: 07951 211498
 email: clerk@warlingham-pc.gov.uk

APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
2117*	Simon Bold	**	Clerk's salary for July 2021
2118*	Tina Picanza	**	Library Volunteer Coordinator's salary for July 2021
2119*	Surrey Pension Fund	350.73	Employee and employer pension contributions for July 2021.
2120	Mulberry & Co	126.00	Planning training (£105 net of VAT).
DD	SSE (Southern Electric)	56.31	Power to the Green Q.2. 2021/22 (£53.63 net of VAT)
2121	East Surrey Transport Committee	10.00	Annual affiliation fee for 2021
2122	Tina Picanza	37.13	Reimbursement of costs incurred by the Library Volunteer Coordinator in July
2123	Castlebridge Finance SPV Limited	450.00	Enforcement services in respect of the Common Land (£375 net of VAT).
2124	Simon Bold	**	Clerk's salary for August 2021
2125	Simon Bold	73.44	Reimbursement of costs incurred by the Clerk during July and August 2021
2126	Tina Picanza	**	Library Volunteer Coordinator's salary for August 2021
2127	Tina Picanza	27.89	Reimbursement of costs incurred by the Library Volunteer Coordinator in August
2128	- SPOILED -	00.00	- SPOILED -
2129	Surrey Pension Fund	350.73	Employee and employer pension contributions for August 2021.
	Total	£4,309.37	

**payments made 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.*