

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
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**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL
HELD ON 6th OCTOBER 2021**

Councillors (Cllrs) present:

*Keith Prew (Vice-Chairman and acting Chair),
Grace Kempster, Simon Morrow and Jeremy Pursehouse.*

Attending:

1 visitor (part)

Meeting opened at 7:45pm and closed at 10:30pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

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

2. CODE OF CONDUCT

Cllr Grace Kempster declared a Disclosable Pecuniary Interest in respect of item 14. Payments.

Cllrs Morrow and Prew declared that as they were also members of Tandridge District Council's (TDC) Planning Committee, they would not participate in any discussion, should it arise, with respect to item 8b) 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 1st September meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

The Clerk to advise the Surrey County Council (SCC) Cabinet member for Environment that there is no signage at the Bond Road Community Recycling Centre informing the public that access on foot is available (at certain times). The Clerk to copy to County Cllr Becky Rush and also ask her for the date of scheduled highways work at Crewes Close. SB

The Clerk confirmed that the replacement bike stand (near the White Lion Pub) had been ordered. A review of the lights around the War Memorial was dependent on further research with Cllr Bloore and potential contractors. RB
SB

The Clerk also confirmed that he had contacted Rondanini Ltd (the premises owner of the Spaghetti Tree restaurant) with respect to setting up a site visit with them – he would continue to chase this up. SB

The Clerk to circulate the re-formatted Asset List to Cllrs for information. SB

5. HIGHWAYS AND TRANSPORT

a) Cllr Prew read out a brief local highways report provided by County Cllr Becky Rush. She had advised that the next Tandridge Local Committee had been moved back to December which would delay the progress of the Tandridge Parking Review – her final comments with respect to these proposals would be circulated to all Cllrs for consideration in due course.

The Clerk to ask the County Cllr for information about the long-standing proposal of a zebra crossing on Westhall Road. SB

Cllr Kempster advised that she had written to the County Cllr to report concerns about road safety at the junction of Ward Lane and Church Road. Cllr Kempster to

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discuss her observations with Cllr Elmer, who lives nearby, and keep everyone advised of the response from SCC. GK

- b) Cllr Prew to complete his mobile Vehicle Activated Sign training and advise the Clerk when completed. The Clerk to co-ordinate the hand-over of the VAS from SCC. KP
SB

6. REPORTS FROM WORKING GROUPS

- a) Tree Working Group - Cllr Kempster provided a brief summary of the report she had circulated prior to the meeting. She raised a point relating to the emerging Surrey Tree Strategy and the possibility of tree planting at the former 'Boys Club' site (in Chelsham & Farleigh) – Cllrs advised that they would not wish to see any planting that would compromise the future use of the site as sports pitches.

With respect of the LANTRA Tree Inspection training, it was agreed that the Council funded places be taken by Cllr Patel and the Clerk. Cllr Pursehouse then expressed an interest to attend - Cllr Kempster to confirm the availability of any remaining places nearer the time. AP
SB
GK

- b) Emergency Plan Working Group - Cllr Pursehouse provided an overview of the recent work of the Working Group. He added that he wanted to see a Plan, in due course, that included volunteer groups (e.g., snow angels) and details of the storage of equipment and materials.

Cllr Pursehouse to organise a further Emergency Plan Working Group meeting (to include Chris Hobbs of TDC) before circulating a further draft document to Cllrs for consideration and, if appropriate, adoption. JP

- c) Warlingham Green Improvement Working Group – Cllr Morrow reported that the Community Infrastructure Levy (CIL) Bid had been submitted to TDC and it was agreed by Cllrs that Cllrs Morrow and Prew present the Council's bid at the TDC CIL Working Group in November. SM
KP

Cllr Morrow proposed that the Council complete a public consultation on street furniture, proposed for the Green, before the end of the year. Cllrs agreed that Cllr Morrow convene a meeting of the Green Improvement Working Group to finalise the arrangements and Cllrs approved an additional £250 of expenditure from 'The Green' earmarked reserve to enable the architect to provide information and support to the Working Group. SM

7. WARLINGHAM COMMUNITY LIBRARY

- a) Cllr Prew gave a verbal report of the Warlingham Library Management Committee meeting of 22 October. Cllr Prew to chase up SCC for their written agreement to the proposed increase in the Librarians hours (funded by the Parish Council). Once received, the Clerk to ask SCC to amend and re-send their Q.3. invoice. Cllrs approved expenditure of up to £150 for a 'thank you' event for all the library volunteers in recognition of their invaluable contribution to keeping the library open and operating successfully. KP
SB

- b) Cllr Kempster advised that the new blade banner (indicating that the library is open) had cost less than anticipated. The tote bags had arrived and a small number had already been handed out as welcome packs to new residents. Cllr Kempster to continue to contact local organisations that may wish to contribute items for the welcome packs and to ask TDC about the numbers of new residents to Warlingham and the distribution of welcome letters to them. In the meantime, local estate agents will be asked to refer new residents to the Library to collect their welcome packs. GK
With respect to digital signage at the library building, Cllrs approved expenditure of

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- up to £800 from the Council's CIL Funds. Cllr Kempster to procure this equipment in liaison with the Clerk. It was proposed that the Clerk oversee the operation of the sign once installed. GK
SB
- 8. PLANNING**
- a) Cllrs acknowledged receipt of the draft minutes of the Planning Committee meeting of 14 September 2021.
- b) Cllrs agreed that the Parish Council should make a representation at the next TDC Planning Committee with respect to its objection to planning application 2021/428, 268 Hillbury Road. Cllr Prew to discuss arrangements for this with Cllr Nathan Adams (a Parish Council Planning Committee member). KP
NA
- c) Cllrs discussed, and after slight amendment, agreed the additional comments prepared by Cllr Prew in respect of the Covers Quarry planning application currently being assessed by Kent County Council (KCC). In summary, Cllrs did not wish to see any HGVs using a route along the B2069 and B2024. The Clerk to send the Council's objection to KCC. SB
- d) Cllrs were unable to progress any review of the membership of the Planning Committee due to the low number of Cllrs present. Cllr Kempster (reserve Committee member) offered to attend the next Committee meeting to help ensure the Committee would be quorate. GK
- 9. FINANCE**
- a) Cllrs acknowledged receipt of the external audit report for 2020/21 which had been circulated by the Clerk prior to the meeting. No action was deemed necessary. The Clerk to display the relevant notices on the Council's notice board and website. SB
- b) Cllrs also acknowledged receipt of the Council's unaudited 2021/22 Q.2. Financial Statement (period ending 30 September 2021) and the summary of variances and reserves prepared and circulated by the Clerk prior to the meeting. Cllr Morrow raised a query with respect to staff costs. Cllr Pursehouse signed a copy of the Financial Statement after reconciling this with copies of the Council's bank and investment statements as at 30 September 2021.
- c) The time-line for the agreement of next year's budget was agreed: a draft reviewed in December with the final version approved at the January 2022 Council meeting. All Cllrs to provide the Clerk with costed proposals by the end of October for review and discussion at the November meeting. ALL
- 10. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN**
- The Clerk to ask TDC to remove the COVID-19 "We're back in business" signage from around the Green as Cllrs felt that the campaign was now over and that several of the signs were now detracting from the appearance of the Green. SB
SB
- Cllrs agreed the banner request from the Warlingham Christmas Lights Committee for the Christmas Lights Switch-On Event on 20th November 2021. The Clerk to confirm the terms in writing.
- 11. CORRESPONDENCE AND CONSULTATIONS**
- Cllrs discussed and supported the East Surrey Transport Committee's draft response to the Surrey Transport Plan 2022-2032 consultation. The Clerk to submit the Council's response with the additional points that consideration should be given to extending the use of Oyster cards to Oxted, that step-free access should be implemented for Upper Warlingham (south-bound platform) and that direct bus services from Warlingham to Caterham Valley should be re-instated/supported. SB

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Cllrs agreed to publicise the current Gatwick Airport consultation about the future use of its northern runway via CR6 magazine (see also item 12a), the Council's website and notice board.

With respect to the imminent project by SCC to create a Local Heritage List, Cllrs Kempster and Prew agreed to coordinate the Council's nominations in liaison with fellow Cllrs and present their proposals to the next meeting, taking account of the existing TDC list of Buildings of Character.

GK
KP

12. COMMUNICATIONS

a) Cllr Prew to provide Cllr Steer with information to enable the next CR6 magazine article to be written covering the subjects of the Warlingham Green Improvement Scheme and related street furniture consultation, the Library, the Gatwick northern runway consultation, the Covers Farm Quarry planning application and (if space) a tree replanting event organised by the Tree Working Group at the Common Land.

KP
CS

b) Cllrs Prew and Pursehouse to add articles, on the same subjects as 12a) to the Council's website and Facebook respectively.

KP
JP

13. OUTSIDE BODIES AND PUBLIC EVENTS

Cllr Pursehouse reported that "Warlingham Day" held on the 4th September had been a great success. In respect of the Queen's Platinum Jubilee 2022, Cllrs agreed to consider a proposal from Warlingham Events subject to completion of a Council Grant Application form. The Clerk to send a copy of the form to Warlingham Events, care of Cllr Pursehouse.

SB

14. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £25,949.42 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.

SB

All Cllrs to check the condition of the flag pole and flag at Warlingham Green – a review of whether to re-furbish to be considered at the next meeting.

ALL

15. NEXT MEETING

Cllrs noted the next scheduled meeting on Wednesday 3rd November 2021.

ALL

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

None.

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2130	Mulberry & Co	23.30	Supply of four copies of the “Good Councillor Guide” (£20.10 net)
2131	Netwise Training Ltd (t/a Netwise UK)	552.00	Annual website and email support plus domain name registration (£460 net)
2132	County Tree Surgeons Ltd	12,000.00	Essential tree work at Common Land (£10,000 net).
2133	PKF Littlejohn LLP	480.00	External audit 2020/21 services (£400 net).
2134	Nick Dance	2,820.00	Bund installation at Common Land (£2,350 net)
2135	Paper Bag Co (South West) Ltd	912.00	Printed Tote Bags (x500) for promotion of Community Library (£760 net)
2136	Grace Kempster	139.49	Blade banner, stand and fixings for promotion of the Community Library
2137	Surrey County Council	5,709.60	Library assistants for Q.2. 2021/22 (£4,758 net of VAT)
2138	Simon Bold	**	Clerk’s salary for September 2021
2139	Simon Bold	114.68	Reimbursement of costs incurred by the Clerk during September 2021
2140	Tina Picanza	**	Library Volunteer Coordinator’s salary for September 2021
2141	Tina Picanza	19.54	Reimbursement of costs incurred during September 2021
2142	- SPOILED -	00.00	- SPOILED -
DD	Information Commissioner	35.00	Data Protection Registry renewal (2021/22)
2143	HM Revenue & Customs	1,316.68	PAYE (Tax & NI) for Q.2. 2021/22.
DD	Integrating Solutions Limited	62.93	Library photocopier provision following re-opening (£66.62 net of VAT).
2144	Surrey Pension Fund	350.73	Employee and employer pension contributions for September 2021.
	Total	£25,949.42	

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