

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 3rd NOVEMBER 2021

Councillors (Cllrs) present:

*Cindy Steer (Chair), Nathan Adams, Grace Kempster,
Debbie Mayhew, Simon Morrow, Anna Patel (part) and
Keith Prew.*

Attending: *County Cllr Becky Rush (part)*

Meeting opened at 7:45pm and closed at 10:09pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Robin Bloore, Matthew Elmer, Mark Payne and Jeremy Pursehouse had all provided their apologies prior to the meeting.

2. CODE OF CONDUCT

No Cllr declared any Disclosable Pecuniary Interest (DPI) and/or ‘Other Interests’ in respect of items on the agenda including Cllr Patel who arrived at the end of item 5.

3. MINUTES

Cllrs approved the minutes of the 6th October 2021 meeting. The Clerk to add copies to the Council’s notice board and website. SB

4. MATTERS ARISING

A number of items from previous meetings were reviewed and it was confirmed that the weeds in the gutter outside the newsagent at the Green had been removed, the bike stand near the White Lion had been installed and new pedestrian signage installed at the Bond Road Community Recycling Centre.

SB

The Clerk confirmed that he would circulate the re-formatted Asset List immediately after the meeting and that arrangements for a meeting with the management of the Spaghetti Tree, and the owners of the premises, had been scheduled with Parish Cllrs (see also item 8a).

CS

NA

GK

Cllr Kempster reported that a site visit with County Cllr Rush and a Surrey County Council (SCC) Highways Officer had been arranged to discuss the junction of Church Road and Ward Lane. Cllr Kempster also wished to record her apologies to Cllr Pursehouse who was unable to participate in the recent LANTRA (Basic Tree Survey & Inspection) training attended by local group members, volunteers and other Cllrs.

GK

Cllr Pursehouse had advised, prior to the meeting, that he would continue work on the draft Emergency Plan and present this at a later meeting.

JP

5. HIGHWAYS AND TRANSPORT

Cllrs acknowledged County Cllr Becky Rush’s report received before the meeting. Cllrs gratefully accepted the offer of an additional move-able Vehicle Activated Sign (VAS) making two available in Warlingham, on the understanding that the second VAS may be recalled by SCC should the need arise (for use elsewhere). Cllrs also welcomed the proposal that Highways Officers install and periodically re-position the VAS on behalf of the Parish Council. The Clerk to coordinate with the Highways team and purchase associated equipment as necessary (such as padlocks, batteries) from the £200 fund previously approved by Cllrs, prior to the arrival of the VAS (scheduled for early December).

SB

Cllr Kempster volunteered to be the Parish Council’s contact with respect to SCC’s GK

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Blue Campaign (the initiative to re-wild some of the County's highway verges).
Cllrs noted that installation of additional width restriction signage at the bottom of Succombs Hill had commenced.

At the end of item 5, Cllr Patel joined the meeting and confirmed that she had no DPI or 'other interests' to declare in respect of items on the agenda.

6. REPORTS FROM WORKING GROUPS

- a) Cllr Kempster had provided a written report prior to the meeting and advised that twelve local individuals had completed the LANTRA Basic Tree Survey & Inspection training with expenditure for the Council totalling £280 (£20 below the approved level).

She added that despite a delay to the delivery of the Queens Green Canopy copse of 30 trees, she was willing to obtain three larger feathered trees for planting at the Common Land and Cllrs agreed that this should go ahead on the original planting date of 14 November.

GK

Cllr Kempster advised that the Parish Council's 'Ash Dieback – The Facts' leaflet was very near completion and thanked Cllr Pursehouse for his invaluable help preparing the copy.

Cllr Kempster added that many of the aims of the Working Group had been achieved and welcomed further input from Cllrs in terms of further ideas for the Group and a broadening of its scope if deemed appropriate. The Clerk added that the Working Group's Terms of Reference would need to be amended to reflect any changes to the Group's remit.

- b) Cllr Steer had circulated a note of the Warlingham Green Improvement Working Group meeting of 28th October 2021. Cllr Morrow provided a progress report on preparations for the Tandridge District Council (TDC) CIL[#] Bid Working Group meeting and Cllrs agreed that the architect should also attend the meeting with the Council covering the related costs of £250 in respect of preparatory work, attendance and travel time.

Cllr Morrow provided details of the Warlingham Green street furniture consultation to take place between the 16th to 25th November 2021 which would include a vote on whether to retain or remove the existing stone bench. The Warlingham Community Library would house a display of the furniture choices and voting slips. On-line voting would be available via the Council's website and Facebook. The Working Group would meet on the 7th December to review the results.

SM
JP
KP
AP

7. WARLINGHAM COMMUNITY LIBRARY

Cllr Kempster had circulated a marketing and promotion report prior to the meeting. She reported that a traders' map and promotional items would form part of future Welcome Packs (for distribution to new residents to Warlingham).

She advised that the digital display screen and associated hardware had been received and that she would ask SCC for permission to allow the Parish Council to organise installation (inside the window at the entrance to the library). Cllr Kempster had estimated that the running costs of the screen would be circa £50 per annum.

GK

8. PLANNING

- a) Cllr Adams provided a brief overview of the Planning Committee meetings of 12th and 26th October 2021. In respect of application 2021/1530, 633 Limpsfield Road (Spaghetti Tree), he advised that the Council's final opinion was subject to a site visit and review of additional information.

Cllr Adams also raised his continued concern about the ability of current Committee

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members to make every meeting (due to their pressing work commitments). Cllr Steer reported that she had contacted Mr Geoffrey Kempster (ex-Cllr and Planning Committee member) and that he had offered to also attend meetings in support of the work of the Committee – Cllrs gratefully accepted Mr Kempster's offer. The Clerk confirmed that Mr Kempster would not have any voting rights and that the Terms of Reference (ToR) of the Committee would require an amendment to enable non-Cllr membership. He would provide revised ToR wording for review by Cllrs prior to the next meeting. Cllrs asked that the Clerk formerly acknowledge and thank Mr Kempster for his support.

The Clerk advised that it remained the case that at least three Cllrs were required to be present and voting at Committee meetings and to this end he asked which Cllrs would be available for a re-scheduled Committee meeting on 23 November – Cllrs Kempster, Patel and Steer confirmed their availability with the Clerk to check the availability of Cllrs Adams and Elmer nearer the time.

The Clerk reported that Kent County Council were scheduled to reach a decision with respect to the Covers Farm (land restoration) application near Westerham in December.

- b) In respect of SCC's Local Heritage initiative, Cllrs Kempster and Prew had circulated a nomination list for consideration by fellow Cllrs prior to the meeting. This list included three heritage items located in Chelsham & Farleigh. Cllrs approved the submission of all fourteen items to SCC by the Clerk and asked that the Clerk check that Buildings of Character (managed by TDC) would also be considered by SCC as part of this initiative. Cllrs Kempster and Prew to provide the Clerk with a photograph of each nominated item ahead of the submission deadline of 16 November.

9. BUDGET

Cllr Steer thanked Cllrs for their 2022/23 budget ideas and proposals which had been summarised and circulated by the Clerk prior to the meeting. Cllrs reviewed these and further details provided by Cllr Prew in respect of the library. Cllrs were asked to submit any further proposals to the Clerk in the next few days after which Cllr Steer and the Clerk would reconcile the proposals and prepare a draft budget for the December meeting.

Cllrs also briefly discussed the issue of the Community Infrastructure Levy and the benefit of establishing a medium-term set of priorities for its use. To this end, Cllr Kempster agreed to look at the feasibility of re-designing the library interior to extend its use as a multi-purpose community hub.

10. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

- a) The Clerk confirmed that a request had been made to TDC to remove out-dated COVID-19 public signage. He agreed to chase this up and also took the opportunity to confirm that no banner requests had been made to the Council since the last meeting.

The Clerk to write to the agent responsible for the field at the corner of Westhall Road and Hillbury Road advising them that the hedge alongside Westhall Road should be dramatically reduced in height in order to ensure the hedge remains thick and healthy and 'stock-proof' given that horses are grazed in the field.

Cllr Kempster asked Cllrs, when convenient, to make a visit to the pedestrian entrance to the Common Land (off the Sainsbury Roundabout adjacent to Uplands)

SB
SB

GK
AP
CS

SB
GK
KP

ALL
CS
SB

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SB

ALL

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to consider how this could be improved in appearance whilst remaining protected from incursion. She welcomed suggestions via the Clerk.

- b) Cllrs agreed to fund a replacement Union Flag for the Green and Cllr Adams felt that he could muster a cohort of volunteers to help clean the flag-pole prior to Remembrance Sunday – he would liaise with Cllr Bloore. Cllr Debbie Mayhew offered to pay, personally, for the new Union Flag in memory of her late husband Mike, who was a great supporter and regular participant in the Remembrance Parade and Service. NA

11. CORRESPONDENCE, CONSULTATIONS AND NEWS RELATING TO OUTSIDE BODIES AND PUBLIC EVENTS

Cllr Adams provided a brief summary of preparations for Remembrance Sunday and advised that the 100-year anniversary of the unveiling of the War Memorial would be announced at the start of the ceremony.

The Clerk to circulate an invitation to Cllrs in respect of a residents' meeting relating to the 'Shelton Green' development proposals. SB

In respect of planning application 2020/2007, Land North of Old Farleigh Road (Erection of crematorium and memorial gardens), Cllrs agreed not to send the Planning Inspector any supplemental comments given that the Council's original objection would be reviewed as part of the Appeal Process. The Clerk to advise a local residents' campaign group of this. SB

The Clerk to circulate details of the Surrey Pension Fund AGM to Cllrs. SB

Cllrs wished to record in these minutes their congratulations to Mr Geoffrey Kempster on his recent SECAmb Chief Executive's Commendation Award in respect of his service to Warlingham as a Community First Responder. SB

12. COMMUNICATIONS

Cllr Steer to write the next CR6 magazine article on the subjects of the Heritage List initiative, the new Union Flag at the Green, the new bike stand and the completed LANTRA training. CS

Cllrs Prew and Pursehouse to add articles, on the same subjects, to the Council's website and Facebook respectively. KP JP

13. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £10,586.68 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB

14. NEXT MEETING

Cllrs noted the next scheduled meeting on Wednesday 8th December 2021. ALL

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

None.

Community Infrastructure Levy

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2145	Tandridge District Council	6,396.59	Fees and expenses relating to 6 May 2021 elections.
2146	Howard Fairbairn Project Services Ltd	900.00	Charges relating to the preparation of the Green Improvement Scheme new CIL Bid (£750.00 net of VAT)
2147	Simon Bold	**	Clerk's salary for October 2021
2148	Simon Bold	280.88	Reimbursement of costs incurred (inc Library digital screen) by the Clerk during October 2021 (£239.21 net)
2149	Tina Picanza	**	Library Volunteer Coordinator's salary for October 2021
2150	Tina Picanza	45.07	Reimbursement of costs incurred during October 2021
2151	Surrey Pension Fund	350.73	Employee and employer pension contributions for October 2021.
2152	N D Fagg	955.00	LANTRA 'Basic Tree Survey & Inspection' course training and certification.
DD	Integrating Solutions Limited	8.78	Library photocopier provision August to October 2021 (£7.32 net of VAT)
2153	Just Print UK Limited	236.16	Digital signage player and delivery for Library (£196.80 net of VAT)
	Total	£10,586.68	

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