

## 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 8<sup>th</sup> DECEMBER 2021

#### **Councillors (Cllrs) present:**

*Cindy Steer (Chair), Nathan Adams, Robin Bloore,  
Matthew Elmer, Grace Kempster, Debbie Mayhew,  
Simon Morrow, Keith Prew and Jeremy Pursehouse.*

#### **Attending:**

*One visitor (part)*

*Meeting opened at 7:52pm and closed at 10:48pm*

*In attendance: Simon Bold, Clerk*

#### **1. APOLOGIES FOR ABSENCE**

Cllrs Anna Patel and Mark Payne had 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.

#### **3. DISPENSATIONS**

a) In light of the personal and confidential nature of the discussion relating to the absence of Cllr Mark Payne from meetings, Cllrs resolved to move this item to sub-section 2 of the agenda and the public were excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

Cllrs reviewed the circumstances of Cllr Payne's absence from meetings and after a lengthy discussion decided to accept his reason for absence. The Clerk to write to Cllr Payne to confirm the Council's decision based on his reason for absence and that Cllrs expected his attendance of meetings to dramatically improve in the coming months.

*At this point, the meeting ceased to be conducted under sub-section 2 and the public were permitted to be present.*

b) The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate, should the need arise, in respect of item 8) below.

#### **4. MINUTES**

Cllrs approved the minutes of the 3<sup>rd</sup> November 2021 meeting. The Clerk to add copies to the Council's notice board and website.

#### **5. MATTERS ARISING**

The Clerk provided an update to all Cllrs in respect of the Planning Committee's objection to planning application 2021/1530 in respect of 633 Limpsfield Road (the Spaghetti Tree) following a site meeting with the applicant on the 4<sup>th</sup> November at which the current parking arrangements were also briefly raised.

The Clerk advised that the applicant was making arrangements for a further site visit with Cllrs, accompanied by a ventilation contractor, to discuss the proposed extraction system in greater detail.

#### **6. HIGHWAYS AND TRANSPORT**

a) Cllrs acknowledged receipt of a report, prior to the meeting, from County Cllr Becky Rush. Cllrs agreed to take up the offer of funding from the County Cllr in respect of the County Council's Blue Heart Verges initiative – Cllr Kempster to make a funding application on behalf of the Council.

Cllrs also agreed that the Clerk should apply for £250 of funding from the County Cllr's Members Community Allocation to put towards next year's Queens Platinum Jubilee celebrations.

The Clerk to remind the highways officer, responsible for Vehicle Activated Signs, to

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provide specifications of the batteries required which the Parish Council had agreed to fund.

The Clerk advised that the Tandridge Parking Review 2021-22 consultation would be launched shortly (following the Local Tandridge Committee meeting earlier in the month). All Cllrs to review the details and send comments to the Clerk prior to the Council's January meeting.

ALL

- b) Cllr Kempster confirmed that there was no further news on the road safety concerns she had raised with respect to the junction of Church Road and Ward Lane.

### 7. GREEN IMPROVEMENT SCHEME

- a) Cllr Morrow was pleased to confirm that the Tandridge District Council (TDC) Strategy & Resources Committee had agreed to support the Parish Council's Community Infrastructure Levy Bid. As a result, Phase 1 of the Scheme would be funded using Community Infrastructure Levy (CIL) funds with TDC contributing £491,355 and the Parish Council £105,000. Cllr Steer led Cllrs in congratulating Cllr Morrow in successfully securing Phase 1 of the Scheme on behalf of the residents of Warlingham.

Cllr Morrow reported on a number of actions following the Green Improvement Working Group meeting of the previous day:

- Cllrs Morrow and Prew and the Clerk to attend a meeting (via zoom) with TDC to work through the details of their CIL Bid confirmation letter and to discuss the content of the TDC Grant Offer to follow. The Clerk to sign the CIL Bid confirmation letter if all queries resolved following discussions with TDC.
- That the Parish Council appoint one lead consultant to do the detailed design and manage Phase 1 and Cllrs Morrow and Prew to lead discussions during the tendering process with the aim to have proposals about key appointments prepared in time for the Council's March 2022 meeting.
- To employ the architect to outline the work to be undertaken by the lead consultant and to review tenders received resulting in a tender award recommendation for consideration by the full Council. Cllrs agreed expenditure of up to £2,000 (from the Green Improvement earmarked reserve) for this.
- To retain the services of the architect to work, where necessary, alongside the lead consultant on a fee basis to be established upfront.
- To appoint a solicitor prior to other key appointments. Cllrs Morrow, Prew and the Clerk to organise requests for quotations from potentially suitable solicitors as soon as possible.
- To include the Clerk in the project to deal with, for example, financial, insurance and legal matters on behalf of the Council. Cllrs acknowledged that this would require the Clerk to work additional hours.

SM  
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SB

- b) Cllr Morrow confirmed the results of the Council's consultation on street furniture around Warlingham Green. There was over-whelming support to retain the stone bench and use a traditional style of street furniture within the Green Improvement Scheme. Any proposal to add a plaque to the stone bench would be taken up at a later Phase of the Scheme. Cllr Prew to add an article about the results of this consultation and the Council's successful CIL Bid to the Council's website.

KP

### 8. FINANCE

- a) The Clerk briefly outlined the main points of the draft budget that he and Cllr Steer had prepared and circulated prior to the meeting. Cllrs discussed a number of items and several were amended – Cllrs agreed that the resultant budget should be represented by the Clerk at the January 2022 meeting for approval.

SB

In respect of 7a) above, a budget line was created for the Clerk's additional hours in

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respect of the Green Improvement Scheme – the Clerk to specifically log these additional hours for tracking purposes.

SB

Cllr Pursehouse suggested that the Council consider making provision in future years for the storage of equipment (e.g. salt and sand stocks and other emergency equipment).

- b) Cllrs reviewed the list of proposed grant awards, following a meeting of Cllrs on the 17<sup>th</sup> November 2021, and approved expenditure as follows (listed in alphabetical order):

<b>Organisation</b>	<b>Amount £</b>
Caterham & Warlingham Citizens' Advice Bureau (debt advisory service)	1,750
Warlingham Christmas Lights Committee (subject to substantial donation)	2,000
Warlingham Church Hall (contribution to heating system replacement)	5,000
Warlingham Church Yard at All Saints Church (maintenance of public open space)	500
Warlingham Events (Queen's Platinum Jubilee celebrations in 2022)	1,500
<b>Total</b>	<b>£10,750</b>

The Clerk to liaise with the Warlingham Christmas Lights Committee and to dispense payments and provide each recipient with a standard letter of terms.

SB

### 9. LIBRARY

Cllr Prew gave a verbal report of the Warlingham Library Management Committee meeting of 15<sup>th</sup> November. It was agreed that, in future, minutes of the Committee meetings will be circulated by Cllr Prew to all Cllrs for information.

KP

Cllr Kempster advised that she had commenced discussions with County Cllr Rush about the transformation of the library into a community hub which would involve a re-design of the building and its internal layout. Any progression of this initiative will be advised to fellow Cllrs by Cllr Kempster.

GK

Cllr Kempster advised that 50 Library membership cards (ready for activation) had been provided by Surrey County Council (SCC) and that the traders maps were also ready for inclusion in the Warlingham Welcome Packs distributed via the library.

Cllr Kempster also advised that, at the request of SCC, the Parish Council needed to provide written confirmation from TDC that the digital window display did not require planning permission. As a result, Cllrs agreed that Cllr Kempster and the Clerk prepare and submit a pre-planning application advice form to TDC at a maximum cost of £265 (from CIL).

### 10. WORKING GROUPS

Cllr Steer advised that she and other Chairs of neighbouring Parish Councils planned to meet to discuss opportunities to support each other with respect to Emergency Planning and resourcing. Cllr Pursehouse would also attend this meeting to outline Warlingham Parish Council's draft Emergency Plan.

CS  
JP

All Cllrs to provide any further comments on the draft Emergency Plan, circulated prior to the meeting, to the Clerk before the Council's January meeting.

ALL

Cllr Kempster had circulated a progress report of the Tree Working Group prior to the meeting. She advised that SCC had 110 free trees (standards and whips) available until the 14<sup>th</sup> December and Cllrs were content for her to consider an application, if appropriate, for some of these trees for the Common Land.

GK

Cllr Kempster also proposed that part of the £300 previously approved for new trees at the Common Land (which remained unspent due to donated plant material) be redirected

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towards insurance for the local Tree Wardens Group to enable them to organise and lead local walks. Cllrs approved a maximum of £206 for this. Cllr Kempster to liaise with the Clerk about arranging payment.

GK

Cllr Morrow proposed that the Tree Working Group become permanent and consider extending its remit to include the creation of a tree planting scheme for Warlingham. Cllr Kempster to discuss with the Group and consider, if appropriate, to draft revised Tree Working Group Terms of Reference for consideration by Cllrs at a future meeting.

GK

Cllr Adams had provided a de-brief report in respect of the Remembrance Sunday event which had been circulated prior to the meeting.

### 11. PLANNING

The Clerk had circulated revised Planning Committee Terms of Reference prior to the meeting.

- a) Cllrs approved these Terms of Reference that would:
  - i. enable a non-Councillor to be a member (subject to limitations).
  - ii. allow the Committee to make Tree Preservation Order requests to Tandridge District Council.
- b) Cllr Adams provided a brief verbal summary of the Planning Committee meeting of 23<sup>rd</sup> November 2021.
- c) Cllrs Adams, Elmer and Kempster confirmed their availability to attend the next Planning Committee meeting scheduled for 14<sup>th</sup> December. Cllr Pursehouse added that he would also be available if required. The Clerk to also check the availability of Cllr Payne.
- d) The Clerk advised that Kent County Council had not, as yet, made a decision in respect of the Covers Farm Quarry planning application (near Westerham).

NA  
ME  
GK  
JP  
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### 12. STAFFING

- a) In light of the personal and confidential nature of the Clerk's appraisal, Cllrs resolved to move this item to sub-section 2 of the agenda and the public were excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

*Shortly after the exclusion of the public, the meeting was also temporarily adjourned before continuing.*

Cllr Steer provided a summary of the Clerk's appraisal and a proposal with respect to the Clerk's salary. Cllrs agreed the appraisal and that the Clerk's salary should be increased by one increment with effect from 1 April 2022.

Cllrs stated that they would require a business case to be made before considering whether to provide the Clerk with a tablet.

SB

*At this point, the meeting ceased to be conducted under sub-section 2 and the public were permitted to be present.*

- b) Cllrs agreed to support the Clerk's request to complete the Financial Introduction to Local Council Administration (FiLCA) and to attend the Practitioners (virtual) Conference (15-17 February 2022) at a maximum cost for each of £120 and £75 (from the Council's training budget) respectively. The Clerk to book this training.

SB

### 13. WARLINGHAM APPEARANCE

- a) Nothing was raised by Cllrs with respect to the general appearance of Warlingham
- b) Cllrs discussed the appearance of a small number of unauthorised banners around the Green over recent months. The Clerk to add a poster to the notice board advising that any unauthorised banner will be removed and that anyone wishing to put up a banner should approach the Parish Council in the first instance. Cllrs wished to review the Council's Banner Policy at the next meeting – the Clerk to prepare.

SB

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The Clerk advised that John Fisher Sports Club had already made a request for banners in respect of a fireworks event in November 2022. Cllrs acknowledged this

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request but withheld any decision on whether to approve or not until the discussion and review of the Banner Policy has been completed. No other Banner requests had been made since the Council's last meeting.

The Clerk to chase-up TDC about the removal of "We're back in Business" COVID-19 signage from around the Green and inform Cllrs of the outcome.

SB

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

Cllr Adams advised that he had met with members of Chelsham & Farleigh Parish Council to discuss the feasibility of establishing a Speedwatch group for the area. Subject to further discussions, he expected to bring a proposal back to the Council at a future meeting.

NA

Cllr Kempster advised that following an advisory note from Surrey Police she would submit a request to SCC about the outside lighting and access at Warlingham Community Library.

KP

All Cllrs to consider the TDC Licencing Review consultation and provide the Clerk with comments prior to the January 2022 meeting.

ALL

Cllr Kempster and Prew raised the subject of the Surrey Hills AONB Boundary Review, recently launched by SCC, and Cllrs to consider and circulate any comments they have prior to the January 2022 meeting.

ALL

### 15. COMMUNICATIONS

a) Cllr Steer to write the next CR6 magazine article covering the outcome of the Green Improvement Scheme CIL Bid and street furniture consultation and, if space allows, a summary of the 2021 Grant Awards. Cllrs Prew and Pursehouse to add articles, on the same subjects, to the Council's website and Facebook respectively.

CS  
KP  
JP

b) The Clerk to add the Council's opening times during the Christmas and New Year period to the Council's notice board and website.

SB

### 16. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £10,347.40. In addition, Cllrs had approved expenditure in respect of the grants at 8b) which were added to the list (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.

SB

### 17. NEXT MEETING

Cllrs noted the next scheduled meeting on Wednesday 12<sup>th</sup> January 2022.

ALL

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

Cllrs approved under this part of the meeting:

- To accept the reason for absence provided by Cllr Mark Payne (see also item 3a above) and;
- The Clerk's appraisal for 2021/22 and pay effective 2022/23 (see also item 12a above).

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**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2154	Howard Fairbairn Project Services Ltd	450.00	Additional work on Green Improvement Scheme CIL Bid (£375 net of VAT)
DD*	SSE (Southern Electric)	60.55	Power to the Green (Q.3. 2021/22) based on estimate (£57.67 net of VAT)
DD*	SSE (Southern Electric)	144.02	Power to the Green (Q.3. 2021/22) based on reading (£137.16 net of VAT)
2155	Fusion 3 Technical	175.00	Public Address System at Remembrance Sunday ceremony at The Green
2156	Surrey County Council	6,166.80	Library Assistants for Q.3. 2021/22 (£5,139 net of VAT)
2157	Simon Bold	**	Clerk's salary for November 2021
2158	Simon Bold	180.35	Reimbursement of costs incurred by the Clerk during November 2021
2159	Tina Picanza	**	Library Volunteer Coordinator's salary for November 2021
2160	Tina Picanza	21.08	Reimbursement of costs incurred during November 2021
2161	Surrey Pension Fund	350.73	Employee and employer pension contributions for November 2021.
2162	Grace Kempster	84.00	Reimbursement of purchases in respect of the Warlingham 'Welcome Packs'.
2163	Wealden Services Ltd	316.80	Supply & installation of bicycle stand near White Lion (£264.00 net of VAT)
2164	Howard Fairbairn Project Services Ltd	975.00	Additional work on Green Improvement Scheme CIL Bid (£812.50 net of VAT)
2165	Warlingham Events	1,500.00	Grant Award
2166	All Saints' Church Warlingham	500.00	Grant Award
2167	Caterham and Warlingham Citizens Advice Bureau	1,750.00	Grant Award
2168	Warlingham Church Hall	5,000.00	Grant Award
	<b>Total</b>	<b>£19,097.40</b>	

*\*Payment by direct debit*

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