

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 2nd FEBRUARY 2022

Councillors (Cllrs) present:

Cindy Steer (Chair), Robin Bloore,
Grace Kempster, Debbie Mayhew,
Simon Morrow and Jeremy Pursehouse.

Attending:
three visitors

Meeting opened at 7:45pm and closed at 9:45pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Nathan Adams, Matthew Elmer, Mark Payne, Anna Patel and Keith Prew had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

Cllr Kempster declared a Disclosable Pecuniary Interest (DPI) in respect of agenda item 16. No other Cllr declared any DPI and/or 'Other Interests' in respect of items on the agenda.

3. MINUTES

Cllrs approved the minutes of the 12th January 2022 meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

Cllr Kempster confirmed that evidence in respect of the AONB Surrey Hills Boundary Review had been successfully collated and submitted - Cllrs also wished to thank a local resident for their invaluable contribution. Cllr Prew to upload some landscape photographs, taken during research, to the gallery on the Council's website. KP

The Clerk advised that the Parish Council had been consulted in respect of the Village Hall Asset of Community Value nomination. Cllrs acknowledged receipt and confirmed that there was no need for further action.

The Clerk confirmed that the revised Banner Policy had been issued and would be sent to all future applicants to establish their ability to comply. He added that the Shoppers Car Park sign (at the entrance off Limpsfield Road) had been correctly re-positioned. SB

The Clerk also advised that he was waiting to hear from NatWest Bank in respect of the Council's written complaint about the imposition of bank charges. In the meantime, he would continue to research on-line banking products from other suppliers. SB

5. HIGHWAYS AND TRANSPORT

a) Cllr Steer confirmed that no report had been provided by County Cllr Becky Rush on this occasion. Cllr Kempster advised that she was waiting for further information, with respect to the Blue Heart verges initiative, from the County Cllr before taking any further action.

The Clerk reported that Surrey County Council (SCC) Highways had placed a temporary safety cover across a broken man-hole cover (Westhall Road) at the request of the County Cllr - a permanent repair by BT was scheduled to take place.

b) The Clerk advised that the mobile Vehicle Activated Sign (VAS) would be repositioned by SCC to the northern stretch of the Limpsfield Road (to face traffic heading towards the Green) at the earliest opportunity and that SCC intended to change the location of the VAS approximately every six weeks. He added that the equipment was only able to record the number of activations (vehicles exceeding the speed limit) and SCC intended to send this data to the Clerk whenever the sign is re-located. SCC had also advised that they did not think that a mobile VAS would be suitable for Hillbury Road and proposed, instead, a mains-powered VAS subject to a site visit in the next month (and the availability of funding).

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With respect to the Tandridge Parking Review 2021/22, Cllrs discussed SCC's proposals and concluded that in respect of the Limpsfield Road, west side opposite Verdayne Gardens, the proposed double yellow lines should instead be a single yellow line with no parking only on Sundays. Cllrs judged that this would help maintain traffic flow on Sundays during peak times and not displace street parking during the rest of the week. The Clerk to submit the Council's comments to SCC before 12th February 2022.

SB

6. WARLINGHAM COMMUNITY LIBRARY

Cllrs acknowledged receipt of a report by Cllr Kempster which had been circulated prior to the meeting. Cllr Kempster advised that now that the digital sign had been installed in the window of the library, she and the Clerk would undertake some informal software training in order to prepare a selection of promotional messages for display. Cllrs agreed that unspent digital signage funds could be used, if necessary, for further formal training.

GK
SB

Cllr Kempster advised that the Parish Council's mailshot, to be included in Tandridge District Council's (TDC) Council Tax mailing, had been prepared – copies were handed around. Cllr Pursehouse agreed to assist with the final layout prior to printing. Cllrs agreed that the cost of £80 (print and delivery) could be covered by the previously approved funding for library promotion. Cllr Kempster to liaise with TDC about delivery of the mailshots to the distributor.

JP

GK

Cllr Kempster added that she continued to chase-up the traders' map for inclusion in the Welcome Packs and that it was still the intention to recruit a Deputy Library Volunteer Coordinator in time for a 1st April 2022 start.

GK

7. GREEN IMPROVEMENT SCHEME – PHASE 1

Cllr Morrow reported that:

- The funding schedule was due back from the Quantity Surveyor and once received would be sent to TDC so that they can produce a Community Infrastructure Levy Grant Contract for consideration by the Parish Council.
- Not all of the solicitors that had been contacted to provide a quotation for legal work had responded and so a proposal to appoint a solicitor would be prepared by Cllrs Morrow and Prew for the next Council meeting.
- He and Cllr Prew along with the scheme's architect, will meet three prospective lead consultants before preparing an invitation to tender for the Lead Consultant role (project manager and designer). The Clerk to send out the invitations and tenders received will be reviewed by the Parish Council members of the Green Working Group before coming back to the full Council for a decision.

SM

SM
KP

SM
KP

Cllr Kempster asked whether a review of the Parish Council's Risk Register had been completed to enable the risks associated with the project to be assessed, mitigated and recorded. Cllrs went on to discuss the Working Group's role during Phase 1. Cllrs agreed that Cllrs Morrow and Prew, along with the Clerk, should meet to review the Working Group's Terms of Reference and, if appropriate, bring a proposal (to amend) back to the Council for consideration at the March meeting.

SM
KP
SB

8. WORKING GROUPS

- a) Cllr Kempster raised a number of points relevant to the Tree Working Group including that new information about signs of resilience to Ash Dieback would be incorporated in any future versions of the Council's Ash Die-Back leaflet. She also encouraged Cllrs to join with other local residents and to nominate their favourite tree.
- b) Cllrs approved the Terms of Reference for a Library Working Group which had been circulated prior to the meeting. The Clerk to issue and upload to the Council's

ALL

SB

website.

9. GRANT AWARD SCHEME

A paper by Cllr Kempster had been circulated prior to the meeting proposing changes to the Council's Grant Award Scheme. Cllrs Bloore and Morrow gave some feedback and it was agreed that all Cllrs should provide their comments by the 16th February to the Clerk to collate and circulate prior to the next meeting.

ALL
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10. PLANNING

- a) Cllr Pursehouse provided a summary of the Planning Committee meeting of 18th January 2022. The Clerk confirmed that a decision in respect of the Council's recent Tree Preservation Order application was awaited from TDC – he had chased this up.
- b) Cllrs Adams, Elmer and Patel had confirmed their availability to attend the next Committee meeting, scheduled for 8th February 2022, prior to the meeting.
- c) The Clerk confirmed that there was no news relating to applications outside of the Parish e.g., Covers Farm near Westerham.

NA
ME
AP

11. APPOINTEES TO COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

Cllrs reviewed and confirmed the appointees to Committees, Working Groups (including the new Library Working Group – see 8b above) and Outside Bodies as shown in Appendix 1 below.

12. COMMUNITY RESILIENCE

Cllr Steer had circulated a report prior to the meeting and provided a brief verbal summary of its contents. A group of Parish Council Chairs from the north Tandridge area were looking at opportunities to share their knowledge and resources to help make their individual and collective communities more resilient in the face of emergencies such as floods and extreme weather events. Cllr Steer advised that each Parish Council's Emergency Plan would also reflect and support the work and responsibilities of the District and County Councils. Cllr Steer to provide further feedback at a future Council meeting.

CS

13. WARLINGHAM APPEARANCE (INCLUDING WARLINGHAM GREEN)

Cllr Steer raised a match-funding opportunity, following a discussion with TDC, for outdoor gym equipment in a central Warlingham location. Cllrs then discussed whether to develop this into a longer-term plan that could identify locations, types of equipment (including children's play equipment) and additional sources of match-funding. Cllr Pursehouse added that he felt that funding needed to be sufficient to cover any subsequent maintenance. Cllr Steer to consider this matter further.

CS

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

In respect of the TDC Licencing Review, Cllr Bloore made two points that Cllrs agreed should be sent, by the Clerk, to the District Council for their consideration.

SB

The Clerk to circulate details of an initiative by local MP Claire Coutinho called "The Loneliness Project" aiming to bring together organisations fighting isolation and loneliness in Surrey.

SB

15. COMMUNICATIONS

It was agreed that the next CR6 magazine article be on the subject of the Council's achievements, its projects and the budget and precept for 2022/23. Cllr Steer to circulate a draft for consideration by all before sending the article for print by the 10th February.

ALL
CS

16. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £2,185.55 (see Appendix 2: Schedule of Payments). The list included a duplicate payment to replace a lost (and stopped) cheque. The Clerk to dispense these

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payments.

SB

17. NEXT MEETING

a) Cllrs noted the next scheduled meeting on Wednesday 2nd March 2022.

ALL

b) Cllrs discussed provisional arrangements for the Annual Parish Assembly. The Clerk to make a provisional booking of the Church Hall for Wednesday 25th May 2022.

SB

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

None.

APPENDIX 1: COMMITTEES, WORKING GROUPS AND OUTSIDE BODIES

COMMITTEES & WORKING GROUPS (Council Appointees):
EMERGENCY PLAN WORKING GROUP Nathan Adams, Robin Bloore and Jeremy Pursehouse
PLANNING COMMITTEE Nathan Adams, Matthew Elmer and Anna Patel (with first reserves: Jeremy Pursehouse, Grace Kempster and Cindy Steer)
REMEMBRANCE DAY WORKING GROUP Nathan Adams and Keith Prew
TREES WORKING GROUP Grace Kempster, Anna Patel and Jeremy Pursehouse
WARLINGHAM GREEN IMPROVEMENT WORKING GROUP Simon Morrow (Chair), Anna Patel, Keith Prew and Jeremy Pursehouse
WARLINGHAM COMMUNITY LIBRARY WORKING GROUP Grace Kempster, Debbie Mayhew and Keith Prew
WARLINGHAM LIBRARY MANAGEMENT COMMITTEE Keith Prew (Chairman), Grace Kempster and Simon Morrow
OUTSIDE BODIES (Council representatives):
BLANCHMAN'S FARM LOCAL NATURE RESERVE Cindy Steer
CHRISTMAS LIGHTS COMMITTEE Mark Payne
SURREY ASSOCIATION OF LOCAL COUNCILS Cindy Steer (as Council Chairman) and Keith Prew (as Council Vice-Chairman)
SURREY RAIL FORUM AND EAST SURREY TRANSPORT COMMITTEE Matthew Elmer
WARLINGHAM AND CHELSHAM RELIEF IN NEED Debbie Mayhew
WARLINGHAM CHURCH HALL MANAGEMENT COMMITTEE Cindy Steer
WARLINGHAM EVENTS COMMITTEE Robin Bloore
WARLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE Anna Patel

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APPENDIX 2: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
DD*	SSE (Southern Electric)	64.79	Power to the Green (£61.71 net of VAT)
2179	Simon Bold	**	Clerk's salary for January 2022
2180	Simon Bold	105.07	Reimbursement of costs incurred by the Clerk during January 2022
2181	Tina Picanza	**	Library Volunteer Coordinator's salary for January 2022
2182	Tina Picanza	25.39	Reimbursement of costs incurred during January 2022.
2183	Surrey Pension Fund	350.73	Employee and employer pension contributions for January 2022.
2184	Grace Kempster	14.50	Library digital signage accessories
2185	Westcotec Ltd	177.00	Vehicle Activated Signage spares - battery and charger (£147.50 net of VAT)
2186	London Green Belt Council	25.00	Annual subscription 2022 (to replace stopped cheque no: 2175)
	Total	£2,185.55	

* *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.*