

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 2nd MARCH 2022

Councillors (Cllrs) present:

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

Attending:

*County Cllr Becky Rush,
two visitors (part)*

Meeting opened at 7:52pm and closed at 10:05pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Matthew Elmer, Anna Patel and Mark Payne 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 13. Cllr Morrow declared an 'other interest' in respect of Warlingham Sports Club (see item 11).

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 2nd February 2022 meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

Cllr Pursehouse provided a short progress report with respect to the Parish Council's emerging Emergency Response Plan. A draft will be presented for approval at a future meeting. JP

5. HIGHWAYS AND TRANSPORT

a) County Cllr Becky Rush had sent a written highways report just before the meeting so provided a verbal summary of its contents immediately prior to the start of the meeting. The Clerk confirmed that the Parish Council's response to the Tandridge Parking Review 2021/22 had been submitted to Surrey County Council (SCC) through the normal channels.

b) With respect to other highways and transport matters, the Clerk to ask SCC Highways Officers to put together a schedule of locations for the mobile Vehicle Activated Sign starting with Westhall Road. SB

The Clerk confirmed that the East Surrey Transport Committee had been advised of the Parish Council's support for an Access for All (AfA) application in respect of Upper Warlingham Railway Station.

6. GREEN IMPROVEMENT SCHEME – PHASE 1

a) A progress report, prepared by Cllr Morrow, had been circulated prior to the meeting.

Cllrs agreed expenditure of £2,500 for an arboriculture report in respect of protection measures, during construction works, for the trees around The Green (to be funded from the project's contingency fund once the project commences). Cllrs also agreed £200 (to be funded from the Parish Council's CIL contribution to the project) to enable the Council's solicitor to provide legal advice in respect of TDC's draft CIL Funding Contract. Following receipt of that advice, a request for changes to the draft Contract will be made to Tandridge District Council (TDC)

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and it is hoped a final version will be available for approval at the next meeting. SM
Cllrs Morrow and Prew, assisted by the Clerk, to strive to obtain full and final KP
quotations from at least two solicitors for legal work relating to the Project and to SB
circulate a proposal prior to the next meeting.

Cllr Morrow added that at the solicitor's suggestion he had written to SCC to ask for their confirmation of the variations to the standard developer highways agreement previously agreed in email correspondence, and had raised a new critical issue which had arisen from review of the TDC CIL Funding Contract. Confirmation had been received on all variations but further discussion was needed on the new issue. He would ask the County Cllr to assist in achieving a resolution. SM

In light of the need to engage the services of contractors with specialist highways experience and knowledge, Cllrs felt that it was not appropriate to advertise or tender widely on this occasion (clause 11.1a ii) of Financial Regulations refers).

Cllr Bloore raised the wider subject of project funding and advised that he would contact the local MP to discuss governmental funding for community projects. He would provide the Clerk with information for circulation. RB

- b) The draft Terms of Reference (TOR) for a Project Steering Committee had been circulated prior to the meeting and was approved by Cllrs. As a result, this Committee, a replacement for the Warlingham Green Improvement Working Group, would have delegated authority in respect of specific tasks relating to Phase 1 of the Green Improvement Scheme. The Clerk to issue and upload the TOR to the Council's website. SB

In accordance with the TOR, Cllrs appointed six Council members to the Committee as follows: Cllrs Bloore, Morrow, Patel, Prew, Pursehouse and Steer.

The first meeting of the Committee would be called to review tenders received in respect of the Lead Consultant role and to recommend an appointment.

7. GRANT AWARD SCHEME

Cllrs discussed proposals circulated by Cllr Kempster. Cllrs agreed that some changes could be made to the qualifying criteria as well as the information required from applicants in the hope of generating more applications in future. Several Cllrs sighted COVID-19 as having had a disruptive impact on many organisations which, they felt, had reduced the number of applications received by the Council over the last couple of years.

Cllr Morrow agreed to redraft the Grant Scheme documentation prior to the Council's July meeting, in order to revise and clarify the criteria for grants and information required from applicants (e.g., a checklist) and to create a second version of the application form for use by those organisations where funding of revenue costs is accepted by the Council. SM

Cllrs Bloore and Pursehouse agreed to help promote the Scheme by writing up successful case studies (with photographs and quotations from recipients) for display on the Council's website and notice board. RB
JP

8. WORKING GROUPS

Cllr Kempster had circulated progress reports and proposals in respect of both the Library and Tree Working Groups.

With respect to the Library, Cllrs approved the following expenditure (using the existing marketing fund): £59 for Council Tax leaflet printing and £21 for the distribution costs incurred by TDC; a replacement "Open Today" banner of £140 plus

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further display boards and banners to be used for events such as Warlingham Fair.

Cllr Kempster outlined discussions that had taken place so far with respect to the transformation of the library into a community hub. Proposals would involve some external work to, and internal refurbishment of, the Library building. Cllrs wished to have more information before deciding whether to endorse an expression of interest to 'Your Fund Surrey' - Cllrs Kempster and Prew agreed to provide Cllrs with a presentation of the community hub vision.

GK
KP

With respect to the Tree Working Group, Cllrs Kempster led with a concern that TDC needed to have a specific tree management plan for The Green in recognition of its place-making significance. Cllr Pursehouse to arrange a site meeting between the Parish Council and TDC to discuss the commissioning of a tree management plan. Cllrs Bloore, Kempster and Pursehouse to attend.

JP
RB
GK

Cllr Kempster expressed her gratitude for the work carried out by members of the Tree Working Group, at the Common Land, following recent minor storm damage. The Clerk to ask Tandridge District Council to litter pick around the bench on the Common Land.

SB

9. PLANNING

a) Cllr Adams provided a summary of the Planning Committee meeting of 8th February 2022.

ME
DM

b) Cllrs Elmer, Mayhew, Patel and Pursehouse confirmed their availability to attend the next Committee meeting, scheduled for 8th March 2022.

AP
JP
SB

c) With respect to applications of interest based outside of the Parish, the Clerk to contact Westerham Town Council to find out the current status of the Covers Farm Quarry application.

10. WARLINGHAM APPEARANCE AND AMENITY

Cllrs agreed several banner requests, some of which were subject to further information. The Clerk to advise all applicants of these decisions.

SB

Cllrs agreed expenditure of £150 to overhaul one uplighter at the War Memorial on The Green (from the Council's 'Power to The Green' budget). The Clerk to instruct the contractor to proceed.

SB

The Clerk to liaise with Cllr Patel about a Litter Pick of the Common Land.

AP

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

Cllrs discussed a request from Warlingham Sports Club with respect to access to Parish Council and/or TDC Community Infrastructure Levy (CIL) reserves. Cllrs wished to record that Parish Council CIL funds are required for Parish Council projects such as the Green Improvement Scheme. Cllrs were happy to endorse the Sports Club's ongoing application to TDC for CIL funding – the Clerk to provide written confirmation to the Club on both these points.

SB

Cllrs acknowledged that an application had been submitted, by the owner of one of the cottages at Chelsham Terrace, to the Planning Inspectorate for the installation of a vehicular crossover to the front of their property. Cllrs, having already seen the initial proposals, had no wish to comment.

CS

Cllr Steer advised Cllrs of the invitation by All Saints Church to attend an Open Day event on the 14th May. Cllr Steer to circulate details to Cllrs.

SB

The Clerk to book stallholder plots at the Warlingham Fair on behalf of both the Parish Council and Warlingham Community Library. The Clerk to also investigate the cost of a blade banner and pre-printed gazebo for use by the Council at this and other

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events.

Cllr Bloore had advised the Parish Council of a Temporary Events Notice received in his capacity as a District Cllr, prior to the meeting.

Cllr Kempster advised that she would be attending the Surrey Tree Summit 2022 at Wisley organised by SCC and Cllr Adams confirmed that he intended to attend an on-line "County Lines" workshop organised by TDC.

GK
NA

12. COMMUNICATIONS

Cllr Steer to write the next CR6 magazine article on the subjects of Warlingham Community Library and the Tree Working Group's 'favourite tree' initiative. Cllrs Prew and Pursehouse to add articles, on the same subjects, to the Council's website and Facebook respectively.

CS
KP
JP

13. PAYMENTS

Cllrs noted and authorised the list of payments, circulated prior to the meeting, which totalled £2,655.68 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.

SB

Cllrs agreed that the Clerk should obtain a quotation for annual hanging baskets and approved expenditure of up to £10 for a SD card (for use with the Library Digital display).

SB

The Clerk advised that a pay settlement had been reached in respect of all employees pay for the 2021-22 year (the National Joint Council for Local Government Services 2021-22 National Salary Award) and that back-dated pay would be calculated prior to the next meeting.

14. NEXT MEETING

a) Cllrs noted the next scheduled meeting on Wednesday 6th April 2022. The Clerk to circulate a review of Financial Regulations prior to the meeting and Cllrs Kempster and Steer to provide an updated Risk Register for consideration by Cllrs too.

SB
GK
CS

b) Cllrs discussed the content of the Annual Parish Assembly. The following Cllrs were allocated responsibility for particular topics as follows:

- Nathan Adams – Remembrance Day
- Grace Kempster – the activities of the Tree Working Group
- Simon Morrow – The Green Improvement Scheme Phase 1
- Keith Prew – Warlingham Community Library
- Jeremy Pursehouse – Queen's Platinum Jubilee

NA
GK
SM
KP
JP

Cllr Steer to book the Church Hall for a suitable date around the middle of May.

CS

15. 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
2187	Howard Fairbairn Project Services Ltd	450.00	Preparatory work for lead consultant appointment (£375 net of VAT)
2188	Surrey County Playing Fields Association	10.00	Annual affiliation fee 2021/22 (retrospective)
2189	Stephen Garrett Surveying Ltd	180.00	Quantity Surveying services – funding schedule for Phase 1 of Green Improvement Scheme (£150.00 net of VAT)
2190	Simon Bold	**	Clerk’s salary for February 2022
2191	Simon Bold	24.89	Reimbursement of costs incurred by the Clerk during February 2022
2192	Tina Picanza	**	Library Volunteer Coordinator’s salary for February 2022
2193	Tina Picanza	22.99	Reimbursement of costs incurred during February 2022.
2194	Surrey Pension Fund	350.73	Employee and employer pension contributions for February 2022.
2195	Grace Kempster	59.00	Warlingham A5 Council Tax Leaflets
2196	The Society of Local Council Clerks	135.00	Membership subscription 2022/23
	Total	£2,655.68	

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