

## 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 6<sup>th</sup> APRIL 2022

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

Cindy Steer (Chair), Robin Bloore,  
Grace Kempster, Simon Morrow, Anna Patel,  
Keith Prew and Jeremy Pursehouse.

**Attending:**  
three visitors (part)

Meeting opened at 7:52pm and closed at 9:50pm

**In attendance:** Simon Bold, Clerk

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

Cllrs Nathan Adams, Matthew Elmer, Debbie Mayhew and Mark Payne had provided their apologies prior to the meeting.

#### **2. CODE OF CONDUCT**

Cllrs Kempster and Steer declared a Disclosable Pecuniary Interest (DPI) in respect of agenda item 15.

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 2<sup>nd</sup> March 2022 meeting. The Clerk to add copies to the Council's notice board and website. SB

#### **4. MATTERS ARISING**

The Clerk reported that Westerham Town Council had advised that the Covers Farm planning application was yet to be determined by Kent County Council – the Clerk to continue to monitor. SB

#### **5. HIGHWAYS AND TRANSPORT**

Cllr Steer advised that no report had been received, on this occasion, from County Cllr Becky Rush.

Cllr Steer and the Clerk to attend a meeting with Surrey County Council (SCC) Highways to discuss Vehicle Activated Signage. This would include options for Hillbury Road, a rota for the existing mobile VAS and a review of the activation data gathered from sites around Warlingham so far. Cllr Steer to report back to Cllrs following the meeting. CS  
SB

Cllrs discussed a number of damaged kerbs and unsightly verges in Warlingham due to delivery and waste collection lorries consistently driving up and over them. Cllrs Bloore, Morrow and Pursehouse to survey locations and provide proposals to prioritize repairs (subject to consultation with SCC Highways) before the Council's July meeting. RB  
SM  
JP

#### **6. RISK REGISTER**

Cllrs Kempster and Steer had updated the Council's Risk Register following a meeting with the Clerk. Cllrs discussed and approved all the drafted amendments – the Clerk to issue this document. SB

As a result of the updated Risk Register, a specific risk assessment for the Green Improvement Project will be considered and agreed once current discussions with Tandridge District Council (TDC) and SCC have progressed further (see also item 7).

Cllr Bloore to contact TDC with respect to the War Memorial and to obtain copies of ownership documents for the Parish Council's files. Cllr Prew to talk to the library staff about regularly backing-up data held on computer. RB  
KP

#### **7. GREEN IMPROVEMENT SCHEME – PHASE 1**

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Cllr Morrow provided a verbal report of activity since the last Council meeting. In summary, following an on-line meeting with County Cllr Becky Rush, SCC Highways, TDC and a small number of Parish Cllrs, any further progression of the Scheme, such as appointing a solicitor and Lead Consultant, would be on hold while issues relating to funding, contractual arrangements and liabilities are further considered. A follow-up meeting, with the same participants, would be arranged to discuss the options and preferences for each party. Thereafter, a meeting of the Parish Council's Project Steering Committee would be convened to review the discussions and to draw up a proposal for consideration by the full Council (see also item 6 Risk Register).

### 8. FINANCE

a) The Clerk had circulated the 2021/22 year-end Financial Statement (unaudited) and summary of reserves prior to the meeting. The Clerk answered a small number of questions and queries raised by Cllrs.

Cllr Pursehouse reconciled the figures with the Council's current bank and investment statements (in accordance with Financial Regulations).

b) Cllrs discussed the Council's Community Infrastructure Levy (CIL) Annual Spending Form that had been circulated by the Clerk prior to the meeting. Cllrs deferred approval of the Form until after a discussion at the next meeting about future CIL projects (large and small). All Cllrs to consider potential CIL projects prior to the next meeting.

ALL

c) Cllrs approved the amended Financial Regulations (ref item 4.12) which had been prepared by the Clerk to take account of the creation of, and limited delegation to, the Green Improvement Scheme Project Steering Committee. The Clerk to issue.

SB

### 9. LIBRARY

a) Prior to the meeting, Cllr Kempster had provided a presentation on the transformation of Warlingham Community Library into a community hub. Cllrs discussed and agreed that an Expression of Interest to "Your Fund Surrey" be submitted by the Clerk working in conjunction with Cllr Kempster. The funding would relate to the external building work required as part of the community hub transformation.

GK

SB

Cllr Kempster advised that following distribution of the Parish Council's leaflet promoting the library, sent out with TDC's Council Tax literature, 31 people had joined the library as new members (well above the average new membership rate).

Cllr Prew confirmed that there was no news from SCC in respect of the Memo of Understanding. He would chase this up prior to the next Library Management Committee meeting.

KP

b) Cllrs Kempster and Prew confirmed that 2 candidates had been interviewed for the role of Deputy Library Volunteer Coordinator. They recommended that a job offer be made, subject to satisfactory references, and Cllrs agreed that Cllr Prew, working in conjunction with the Clerk, proceed on this basis.

KP

SB

### 10. WORKING GROUPS

Cllrs acknowledged receipt of written progress reports in respect of the Library and Tree Working Groups which had been circulated prior to the meeting.

Cllr Bloore confirmed that a meeting with TDC had been scheduled for Tuesday 3<sup>rd</sup> May to discuss a tree management plan for the trees around The Green, Warlingham. Cllrs Bloore, Kempster, Pursehouse and Steer to attend and report back at the following Council meeting.

RB

GK

JP

CS

Cllr Kempster advised that a local Bluebell Walk would be arranged in a few weeks'

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- time. She would liaise beforehand with the Clerk to secure, if necessary, public liability cover using the Council's existing insurance policy. GK
- 11. PLANNING**
- Cllr Pursehouse provided a brief summary of the Planning Committee meeting of 8<sup>th</sup> March 2022. AP
- Cllrs Patel, Pursehouse and Steer confirmed their availability to attend the next Committee meeting, scheduled for 12<sup>th</sup> April 2022. JP  
CS
- 12. WARLINGHAM APPEARANCE (INCLUDING WARLINGHAM GREEN) AND AMENITY**
- The Clerk summarised the list of extant banner requests and set out his recommended response for each. No queries were raised and the Clerk to proceed as discussed. SB
- Cllrs discussed arrangements for the Litter Pick of the Common Land scheduled for the 9<sup>th</sup> April. Cllrs Bloore, Kempster and Morrow confirmed their availability. The Clerk to supply Cllr Kempster with Hi-Viz jackets, waste bags and copies of the Litter Pick Risk Assessment prior to the Pick. RB  
GK  
SM  
SB
- 13. CORRESPONDENCE, CONSULTATIONS AND NEWS RELATING TO OUTSIDE BODIES AND EVENTS**
- a) Cllrs Pursehouse and Steer reported on a recent meeting of the North Tandridge (Parish) Chairs Group which had met to progress Emergency & Resilience Plans for the local area. Cllr Steer advised that she hoped to be able to present a draft Plan, incorporating Chelsham, Farleigh and Warlingham for approval at the May 2022 Council meeting. CS  
JP
- b) The Clerk reported that TDC had agreed to register the following properties as Assets of Community Value following nominations by the Parish Council:
- Blanchman's Farm Local Nature Reserve
  - Church Hall, Warlingham
  - School Common
  - Village Hall, Warlingham
  - The White Lion
- The Clerk to send TDC a revised nomination in respect of Warlingham Community Library stating that the entire building should be considered given its potential to become a multi-use community hub. SB
- 14. COMMUNICATIONS**
- Cllr Steer to write the next CR6 article on the subject of the Annual Parish Assembly in May 2022. Cllrs Prew and Pursehouse to add articles, on the same subject, to the Council's website and Facebook respectively. CS
- Cllrs Bloore and Patel left the meeting at this point.*
- 15. PAYMENTS**
- Cllrs noted and authorised the list of payments which totalled £6,228.01 (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.
- Cllrs also agreed the following items of expenditure:
- A maximum of £50 for a banner to publicise the Annual Parish Assembly (from the office consumables budget);
  - The Clerk's additional 20 hours of work on the Green Improvement Project and future additional hours each month (funded from the dedicated budget line for this expense). The Clerk to continue to maintain a record of hours worked (available for inspection) and to advise the Council's Payroll Bureau of any additional hours each

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month.

- The cost, estimated at £60, for two stalls at the Warlingham Fair 2022 in respect of the Parish Council and Warlingham Community Library (to be funded from the Warlingham Fair budget line).
- The cost of annual hanging baskets around The Green and the watering of tubs outside the Co-op in summer at a total net cost of £2,615 (to be funded from the hanging baskets budget). Cllrs noted that prices had been held for another year.
- £250 to be paid to Warlingham Events (Platinum Jubilee Working Group) following a donation from the County Cllr for the purposes of the Queen's Platinum Jubilee celebrations. The Clerk to stipulate that the Council's standard Grant Scheme terms and conditions apply to this payment.

Cllrs wished to consider the potential funding of a refurbished defibrillator and lockable cabinet (estimated at £900) from CIL funds at the next meeting.

### 16. NEXT MEETING

- a) Cllrs noted the next scheduled meeting on Wednesday 11 May 2022.
- b) Cllr Steer proposed arrangements for the Annual Parish Assembly on the 13<sup>th</sup> May 2022. Each Cllr offered their help and agreed to take on particular tasks – CS to confirm the details after the meeting. ALL  
Cllrs Steer and Pursehouse to produce a poster publicising the event for display on the Council's Facebook page, website and notice board. CS  
The Clerk to organise refreshments and the hire of glasses up to a maximum cost of £100. JP  
SB

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

None.

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**APPENDIX 1: SCHEDULE OF PAYMENTS**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2197	Watt Electrical Services Ltd	180.00	Repair to uplighter for the War Memorial at The Green (£150.00 net of VAT)
2198	Grace Kempster	40.00	Purchase of the Parish News in March and April for the Welcome Packs
2199	Simon Bold	**	Clerk's salary for March 2022 including 2021/22 back-pay.
2200	Simon Bold	96.51	Reimbursement of costs incurred by the Clerk during March 2022
2201	Tina Picanza	**	Library Volunteer Coordinator's salary for March 2022 including 2021/22 back-pay.
2202	Tina Picanza	21.89	Reimbursement of costs incurred during March 2022.
2203	Surrey Pension Fund	423.21	Employee and employer pension contributions for March 2022.
2204	HM Revenue & Customs	1,473.35	PAYE (Tax & NI) for Q.4. 2021/22
2205	Surrey ALC Limited	2,243.29	Subscription including the National Association of Local Councils for 2022/23
2206	- SPOILED -	00.00	- SPOILED -
2207	Cindy Steer	75.00	Hall Hire for Parish Chairs' Emergency & Resilience meeting and Annual Parish Assembly
	<b>Total</b>	<b>£6,228.01</b>	

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