

## 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 15 JUNE 2022

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

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

#### **Attending:**

*Two visitors (part)  
County Cllr Becky Rush (part),  
District Cllr Perry Chotai (part)*

*Meeting opened at 8:15pm and closed at 10:00pm*

*In attendance: Simon Bold, Clerk*

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

Cllrs Robin Bloore and Matthew Elmer had provided their apologies prior to the meeting.

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

Cllr Prew declared a Disclosable Pecuniary Interest (DPI) in respect of 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 11<sup>th</sup> May 2022 meeting. The Clerk to add copies to the Council's notice board and website.

SB

#### **4. HIGHWAYS AND TRANSPORT**

The Clerk had provided a summary of a meeting he and Cllr Steer had attended with Surrey County Council (SCC) Highways Officers to discuss a replacement Vehicle Activated Sign (VAS) for Hillbury Road. Cllrs requested that if a mobile VAS post became available to move, that SCC be asked to relocate it (subject to funding) to Sunnybank. A further meeting would be convened once traffic speed data had been collated by SCC.

CS

SB

The Clerk to ensure that the East Surrey Transport Committee (ESTC) are aware that Cllr Patel is the Parish Council's representative (following the May 2022 meeting). Cllr Patel to liaise with the ESTC about the 'Access For All' bid in respect of Upper Warlingham Station.

SB

AP

The Clerk to pass the details of permit parking arrangements (provided by the County Cllr) to Cllr Prew for distribution to anyone enquiring about such a scheme.

SB

#### **5. AUDIT**

Cllrs acknowledged receipt of the audit papers circulated by the Clerk, acting as the Responsible Finance Officer (RFO), prior to the meeting.

a) Cllrs noted the contents of the Annual Internal Audit Report for 2021/22 and agreed that in future the Clerk, acting as RFO, will be invited to attend the Library Management Committee meetings and be able to participate in any discussions relating to financial matters.

KP

b) Cllrs considered the Annual Governance Statement for 2021/22 (AGAR Form 3 Section 1) which they then approved and which Cllr Adams signed.

c) Cllrs considered the Accounting Statements for 2021/22 (AGAR Form 3 Section 2), including the re-statement of the total fixed assets figure for 2020/21, which they then approved and which Cllr Adams signed.

The Clerk to add the donated inkjet printer (Library) to the Council's current Asset List and circulate a copy to all Cllrs. The Clerk to display the Notice of Public Rights and send off the completed external audit by the end of June.

SB

#### **6. WARLINGHAM COMMUNITY LIBRARY**

Cllr Prew advised that a final draft of the Memo of Understanding (MoU) would be circulated to all Cllrs for review shortly. He also reported that, as far as he was aware, SCC had made no further progress with respect to the Library Licence. He added that a draft of the new Licence was expected once the MoU had been finalised.

KP

Cllrs agreed the staff recharge costs stated in the draft MoU (£4,853 net of VAT per

quarter) which would enable SCC to invoice the Parish Council for the first half of 2022/23 – the Clerk to instruct SCC to proceed with this.

SB

## 7. GREEN IMPROVEMENT SCHEME

Cllr Morrow summarised the current status of Phase 1 of the Scheme following recent meetings between Parish Council members, Tandridge District Council (TDC), County Cllr Becky Rush, SCC Cabinet Member Matt Furniss (Transport, Infrastructure & Economy) and SCC Highways Officers. These discussions had covered the subjects of contractual arrangements, risks, contingency and stage payments (cash-flow linked to completion certificates).

Cllr Morrow advised that SCC had subsequently re-costed the Scheme based on SCC taking on the role of lead contractor with the Parish Council acting as sponsor. Their costing was more than double the previous £600,000 estimate but included factors such as recent exceptional price increases (materials, energy etc) and greater contingency. SCC had also clarified that they would not allow works on the highway by our private contractor due to the funding arrangements arising from the TDC Grant Contract.

JP

Cllrs discussed the options available to them in light of the above. Cllr Pursehouse to seek clarification on how TDC would approach a request from the Parish Council for either more Community Infrastructure Levy (CIL) funds or a reduction in the scope of Phase 1 (whilst maintaining the level of CIL already pledged).

SM

Cllrs noted that a meeting of the Green Improvement Project Steering Committee had been arranged on the 20<sup>th</sup> June by Cllr Morrow and that Phase 1 should be progressed in accordance with the Committee's recommendations prior to the next Parish Council meeting, noting that no contract could be agreed, expenditure incurred or scope changed without Council approval.

Cllrs agreed a maximum of £500 to cover the cost of the architect's time in attending the Project Steering Committee meeting and liaising with SCC Officers, if required.

## 8. WORKING GROUPS

Cllr Kempster had provided reports prior to the meeting.

In respect of the library, Cllr Kempster provided additional information with respect to the progression of the 'Your Fund Surrey' bid (transformation of the library to a community hub) and the formation of an independent library Friends Group. A donation of £175 had been received from the Community Art Fun Group – the Clerk to send the Group an acknowledgement and 'thank you' on behalf of the full Council.

SB

Cllrs agreed expenditure (from the Library Marketing budget) of £161.75 for the purchase and installation of a library garden storage unit (see also item 15).

With respect to the Tree Working Group, four Warlingham Tree Walks were scheduled for August with related publicity material ready for distribution via CR6, Warlingham Fair and the Library. Cllr Kempster advised that the tree management survey for The Green had been completed and a written copy would be circulated to Cllrs prior to the July meeting.

KP

## 9. PLANNING

a) Cllr Adams provided a verbal summary of the Committee meetings of 26<sup>th</sup> May and 14<sup>th</sup> June 2022. There was no news with respect to the Covers Farm Quarry application being assessed by Kent County Council. The Clerk to monitor.

SB

b) The Clerk to make arrangements for Cllr Morrow to provide informal training for Committee members.

SM

## 10. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

Cllrs discussed the occasional parking of cars along High Lane at the Common Land. Cllr

JP

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- Pursehouse and the Clerk to consider the suitability of parking notices and the Clerk to ascertain whether Sainsbury's have allowed parking, for non-customers, at their premises. SB
- The Clerk reported that the recent dry weather had, regrettably, killed off the bedding plants put in by TDC around the War Memorial on The Green. The Clerk to ask TDC to replant the area and to see whether a water bowser can be deployed, in future, during spells of hot weather. SB
- Cllr Payne left the meeting at this point.*
- 11. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS**
- a) The Clerk reported that the Council's Asset of Community Value nomination in respect of the library had been delayed as TDC had asked for a detailed floor plan. The Clerk to send a scale floor plan, obtained by Cllr Kempster from SCC, to TDC and to keep Cllrs appraised. SB
- b) Cllr Adams led the discussion on final arrangements for the Warlingham Fair. Several Cllrs and the Clerk took on certain tasks ahead of the event and the Clerk to circulate a rota for Cllrs to complete. SB  
ALL
- 12. FINANCE**
- a) The Clerk had compiled a list of potential CIL funded projects following suggestions from Cllrs. The Clerk to circulate a re-formatted list prior to the July meeting. Cllrs acknowledged the need to establish financial estimates for each item and to review the list periodically e.g., every six months or so. SB
- b) Cllrs wished to review the Council's Risk Register in September when more would be known about the financing of the Green Improvement Scheme Phase 1, the management of trees and the condition of the Christmas Lights around The Green. SB
- Cllrs noted Cllr Robin Bloore's message provided prior to the meeting that he had contacted TDC about documentation in respect of the War Memorial at the Green.
- 13. POLICIES**
- The Clerk had circulated a number of Council policies for consideration by Cllrs prior to the meeting. Cllrs approved these policies subject to a minor change to the Sickness Absence Policy and also the Grievance Policy. SB
- The Clerk to issue each Policy with a review date of two years.
- 14. COMMUNICATIONS**
- Cllr Adams advised that the next CR6 article, for publication in July, would be about the Annual Parish Meeting and the Tree Walks being planned by the Council's Tree Working Group. The Clerk to send copies to Cllrs Prew and Pursehouse for publication on the Council's website and Facebook page respectively. SB  
KP  
JP
- Cllrs agreed that the CR6 article for August should cover the subjects of Befriending, the Warlingham Fair and, if space, the progress of proposals to transform the library into a community hub building. Cllrs hoped that for the September edition, the Council would be in a position to report substantive news with respect to the Green Improvement Scheme Phase 1. NA
- 15. PAYMENTS**
- Cllrs noted and authorised the list of payments which totalled £4,641.94 (see Appendix 1: Schedule of Payments). Cllr Adams advised that he had secured a location in the north-east of Warlingham for the defibrillator (subject to fitting requirements) and so the payment for both the unit and a lockable cabinet had been added to the list. The Clerk to dispense all these payments. SB
- 16. NEXT MEETING**
- Cllrs noted that the next meeting was scheduled to take place on Wednesday 20<sup>th</sup> July 2022. ALL

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**17. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS)  
 ACT 1960: None.**

**APPENDIX 1: SCHEDULE OF PAYMENTS**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2220*	Katrina Holloway	**	Deputy Library Volunteer Coordinator's salary for April and May 2022
2221*	Tina Picanza	**	Library Volunteer Coordinator's salary for May 2022
2222*	Simon Bold	**	Clerk's salary for May 2022.
2223	Surrey Pension Fund	368.66	Employee and employer pension contributions for May 2022
2224	Harestone Printing	54.60	Remembrance Day 2021 Service sheets (print and production)
2225	Peter Frost	246.35	Internal audit 2021/22 and travel costs
DD	Integrating Solutions Limited (ISL)	160.68	Library photocopier provision – November 2021 to May 2022 (net of VAT £133.90)
2226	Simon Bold	261.67	Reimbursement of costs incurred for May 2022 (including Annual Parish Assembly refreshments and promotional flag for events)
2227	Tina Picanza	33.17	Reimbursement of (Library) costs incurred during May 2022
2228	Tina Picanza	99.49	Reimbursement of costs incurred for Library Volunteers' event
2229	Oxted District Community Responders	500.00	Purchase of Public Access Defibrillator
2230	Simon Bannochie	21.00	Refund of Library hire booking
2231	Usherwood Arboriculture	350.00	Tree Assessment Report (The Green)
2232	Keith Prew	161.95	Garden Storage Unit for Library
2233	Defib Store Ltd	658.80	Lockable defibrillator storage cabinet (net of VAT £549).
	<b>Total</b>	<b>£4,641.94</b>	

\* Paid in accordance with the Council's Scheme of Delegation.

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