

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 20 JULY 2022

Councillors (Cllrs) present:

*Nathan Adams (Chair), Robin Bloore, Grace Kempster,
Simon Morrow, Anna Patel (part), Keith Prew and
Jeremy Pursehouse.*

Attending:

*Four visitors (part)
County Cllr Becky Rush (part)*

Meeting opened at 8:20pm and closed at 10:55pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

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

2. CODE OF CONDUCT

No Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

3. MINUTES

Cllrs approved the minutes of the 15th June 2022 meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

Cllr Kempster and the Clerk to finalise the 'thank you' letter to the Community Art Fun Group following their donation to the library. GK SB

5. HIGHWAYS AND TRANSPORT

The Clerk advised that speed data had been provided by Surrey County Council (SCC) Highways, in respect of Hillbury Road, but that it required analysis. He had asked SCC Officers for their interpretation of the data and for another site meeting with Cllr Steer before reporting back to Cllrs at the next meeting. CS SB

Cllrs Bloore, Morrow and Pursehouse had provided a report of damaged kerbs and verges around Warlingham. The locations had been ranked in terms of the need for remedial work by SCC Highways – Cllrs agreed this report without amendment and thanked the Cllrs for their work. The Clerk to send the report to County Cllr Rush and to ask for a cost of repair for each of the top six locations and to request confirmation of the level and timing of available County Cllr funding. SB

Cllrs agreed a response, proposed by Cllr Bloore, in respect of the consultation by Transport for London (TfL) on the possible extension to the London Ultra-Low Emission Zone (ULEZ). The Clerk to submit the Council's response prior to the consultation deadline. SB

6. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided a verbal report of recent library activities and confirmed that a further draft Memo of Understanding had not been provided, as yet, by SCC.

He also confirmed that the recruitment of a new Senior Library Assistant had been completed following the resignation of Jatinder Bonner. Cllrs agreed that the Council should thank Jatinder for all her help and many years of service at the library – Cllrs Kempster and Prew to attend a leaving presentation on Jatinder's last working day. GK KP

Cllr Prew set out a proposal to offer the Community Art Fun Group access to the library on a Monday (when the library is closed) for a 'peppercorn' rate of hire due to their ongoing contribution to the library (e.g., fundraising and production of promotional material). Cllrs agreed this proposal, as an exception, on a trial basis of one-year (40 weeks) at a rate of £1 per annum, instead of the standard rate of hire of £6.50 per hour. The Clerk to confirm this arrangement with the Group and to make it

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clear that any other hirer would have priority should they both require the same time and date. SB

7. GREEN IMPROVEMENT SCHEME – Phase One

Cllr Morrow had provided a report which had been circulated to all Cllrs prior to the meeting. The report provided a summary of the current situation following discussions with Tandridge District Council (TDC) and SCC and recommendation following a meeting of the Parish Council's Project Steering Committee.

Cllrs considered all the changes being proposed and discussed the relative merits of continuing with Phase One of the Scheme. Cllrs agreed to:

- a) appoint, subject to contract(s), SCC to manage and deliver a detailed design as well as implement Phase One as client and
- b) reduce the scope in order to fit a budget of £600,000 and
- c) increase the Parish Council's Community Infrastructure Levy (CIL) funding by £3,645 to make a total Parish Council CIL contribution of £108,645.

The above was on the understanding that the Council would not, as a result, be committed to any further phases of the Scheme and that new furniture and landscaping remained an option within the scope of Phase One.

It was also agreed to obtain estimates of costs from the architect for services on a consultancy basis and legal costs from interested solicitors.

The Clerk to write to SCC confirming the Parish Council's decision to commission them to carry out the work and to request draft contract(s). The Clerk to also write to County Cllr Rush emphasising that SCC should rectify the defective drainage at the eastern end of The Green as part of its responsibility to maintain highways drainage. SB

Cllr Morrow to meet with the SCC Project lead to draw-up a revised funding schedule for subsequent review by the Project Steering Committee. Once finalised, Cllr Morrow to send it through to TDC with a request for a modified CIL Grant Contract. In addition, Cllrs Morrow and Prew and the Clerk to prepare a letter inviting potential solicitors to re-quote for legal services. SM
KP

The revised CIL Grant Contract, architect and legal fee quotations to be presented to full Council for approval at the next Council meeting. SB

Once again, Cllrs took the opportunity to thank Cllr Morrow for all his hard work.

8. COMMON LAND

In respect of the request by a resident of Chelsham Terrace for a vehicular 'cross-over' to their property, it was agreed that the Clerk should follow the advice of the Surrey Association of Local Councils' (SALC) solicitor and obtain an indicative valuation to assist Cllrs to judge 'best consideration' under the terms of the Local Government Act 1972. Cllrs to consider, once more information available, at a future meeting. SB

Cllr Kempster and the Clerk advised that the most recent tree survey of the Common Land was approximately two years ago and that it would be beneficial to re-survey all trees so that the financial implications can be considered and any works planned in a timely fashion. In particular, it was felt that there was an imperative to get a professional assessment of a number of Ash trees which were, unfortunately, showing signs of Ash Dieback. Cllrs agreed that the Clerk should commission a tree survey (of no more than £550) to be funded from the Common Land budget. SB

It was also agreed that a small delegation of Cllrs (to include Cllrs Adams, Kempster, Pursehouse and Steer) and the Clerk should arrange a meeting with the owners of the Spaghetti Tree to discuss matters relating to car parking, access and the survey of trees. NA
KP
JP
CS
SB

9. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

- a) The Clerk confirmed that he had not received any new banner requests since the last Council meeting.

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- b) Cllr Adams provided a brief report of incidents of Anti-Social Behaviour in and around Mint Walk recreation area. He, along with Cllr Pursehouse, had been in touch with residents and visitors to the park as well as the local School and Police.

It was agreed that Cllrs Adams and Pursehouse should attend discussions with other agencies involved to try to address the situation.

NA
JP

- c) The Clerk provided news of an agreement reached between TDC, Downlands Project and Natural England to remove Ash trees most severely impacted by Ash Dieback from the wooded area above Whyteleafe Recreation Ground. This would involve a phased approach in order to preserve as much habitat as possible during the work. It was acknowledged that the appearance of the wooded ridge would change significantly over the coming years as a result.

- d) Cllrs discussed proposed tree management work by TDC at The Green and the implication of this on the Parish Council owned Christmas Lights. It was accepted that 'crown reductions', rather than pollarding, would contribute to safety and benefit the trees in terms of their vigour and long-term health. However, as a consequence, some damage would be likely to the Christmas Lights. Cllrs agreed that removing and re-installing the lights (before and after) was prohibitively expensive and may give rise to damage to both lights and trees and so accepted that TDC should proceed as proposed.

Cllrs agreed to fund a PICUS Sonic Tomography test up to the cost of £450 (to be funded from earmarked reserves) in order to determine the extent of decay to one particular tree that was in relatively poor condition. The Clerk, with the help of Cllr Kempster, to procure this test and to share the results with TDC so that it can inform their decision on how best to manage the tree in question.

GK
SB

The Clerk to also confirm to TDC that the Parish Council will not seek compensation from their contractor should any lights be damaged during the course of their work subject to receipt of a method statement and an undertaking to take all due care. The Clerk to also ask TDC for a financial contribution towards any damages as a result of the work initiated by them.

SB

10. WORKING GROUPS

Cllr Kempster had provided two reports prior to the meeting.

In respect of the Tree Working Group, it was suggested that the Council look to remove the dying coniferous tree at the pedestrian entrance to the Common Land, off Limpsfield Road, and research the cost of suitable fencing, gates and/or bollards to take its place – Cllr Kempster and the Clerk to take this forward and report back at a future meeting.

GK
SB

In respect of the scheduled Warlingham Walks in August, it was acknowledged that Public Liability insurance would be provided via the Parish Council's insurance policy subject to a Cllr being present and the observance of the bespoke risk assessment on each occasion. Cllr Kempster to coordinate arrangements.

GK

Cllr Kempster added that she would investigate whether a neighbour to the Common Land would be willing to provide water for irrigation of the recently planted trees.

GK

In respect of the Library Working Group, Cllr Kempster reported that, following a recent survey, the number of visitors per day to the library was 70 which exceeded the Working Group's target of 41 (and well above the number of 30, surveyed back in March).

Cllrs agreed four articles, specific to the library, to be placed over the coming months in the CR6 magazine and funded using the library marketing budget. Cllr Kempster to

GK

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help prepare these articles as and when required by the Library Working Group.

Cllr Patel left the meeting at this point.

11. PLANNING

Cllr Adams provided a verbal summary of the Committee meeting of 5th July 2022. It was noted that there would be sufficient Cllrs available for the next Committee meeting scheduled for the 26th July.

Cllrs Bloore, Prew and Pursehouse advised that in their capacity as District Cllrs they would meet with the Neighbourhood Planning Officer at TDC. They agreed to provide a report on the meeting at the next Parish Council meeting. The Clerk to include an item on Neighbourhood Planning on the next agenda.

JP
KP
RB
SB

12. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

a) Cllr Adams had provided artwork and the estimated cost (approx. £470) for a Pendant of Office to be worn by the Chairman at events. He expressed reservations about the cost but all Cllrs felt that the attractive design and use of a Pendant over many years could make the purchase worthwhile. It was decided to attempt 'crowd sourced' funding (to remove the need for the Parish Council to fund) and Cllr Adams offered to take this option forward.

NA

b) Cllr Pursehouse advised that he wished to raise the subject of the storage of equipment by the Parish Council and other local organisations in relation to public events and community resilience. In light of the possibility of the disclosure of commercially sensitive information, Cllrs resolved to take the discussion under Sub-Section 2 of the meeting and exclude the public (see item 18).

The TfL consultation in respect of extending the ULEZ was addressed under item 5.

13. FINANCE

a) The Clerk had circulated an unaudited version of the Council's 2022/23 financial statement (period ending 30 June 2022). He advised that he needed to make one small amendment - to move a single payment of £25 from 'Warlingham Fair' to 'Library Support'. He added that the Q.1. 2022/23 variance report would be circulated by email shortly after the meeting.

SB

b) Cllrs briefly reviewed and discussed the list of potential CIL funded projects. Cllr Kempster added two library projects, on a provisional basis at this stage, and it was agreed that those Cllrs who had nominated a project should provide the Clerk with an estimated cost to be included on the list. Cllrs also agreed to review and prioritise the list in October and April of each year.

ALL

14. POLICIES & PROCEDURES

a) Cllr Morrow had provided draft revisions to the Parish Council's Grant Scheme in light of discussions from earlier in the year. Cllr Kempster suggested two amendments which were incorporated and adopted by Cllrs. The Clerk to publish the new document and upload a copy to the Council's website and to distribute copies to applicants, from recent years, later in the Autumn.

SB

Cllrs Bloore and Pursehouse to produce promotional material to publicise the Scheme and to circulate to Cllrs prior to the next meeting.

RB
JP

b) The Clerk to upload a copy of the Emergency / Resilience Plan to the Council's OneDrive account and provide access to Cllr Pursehouse, the Clerk to Chelsham & Farleigh Parish Council and the Emergency Planning & Resilience Officer at TDC. The Clerk to also create a loose-leaf copy to be held for reference in the Clerk's Office.

SB

15. COMMUNICATIONS

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- Cllr Adams confirmed that the CR6 magazine article for August, on the subject of The Tandridge Befriending Scheme (as agreed at the last meeting) had been submitted. The Clerk to send a copy of the August article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. Cllr Morrow agreed to draft September's article on the subject of the Green Improvement Scheme. Cllrs felt that an item about the condition of some local kerbs and verges may be appropriate in October, subject to further information from SCC (see also item 5).
- 16. PAYMENTS**
- Cllrs noted and authorised the list of payments which totalled £6,673.03 (see Appendix 1: Schedule of Payments). The Clerk to dispense all these payments. Cllrs also agreed expenditure of a maximum of £75 for new plants for two of the planters on The Green (from the Council's planter maintenance budget). The Clerk to procure (and plant). The Clerk confirmed that SALC's solicitor had offered to verify documents, required by the Council's bank, at no cost. The Clerk to arrange. Cllr Adams advised that an electrician had been asked to quote for installation of the newly acquired defibrillator and Cllrs agreed to delegate authorisation of the cost to the Clerk working in conjunction with the Chairman (up to £300 to be taken from CIL reserves). Cllrs agreed expenditure of up to £100 (net of VAT) from the Council's I.T. budget for the purchase a subscription to Microsoft 365 (small business or equivalent version) to ensure that the software remained current at all times. The Clerk to procure this software.
- 17. NEXT MEETING**
- Cllrs noted that the next meeting was scheduled to take place on Wednesday 7th September 2022.
Members of the public were excluded at this point. The next item formed the remainder of the meeting.
- 18. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**
- Cllrs briefly discussed the future requirement for storage of equipment by the Parish Council and other local organisations. It was agreed that Cllr Pursehouse should keep Cllrs apprised of his ongoing discussions with TDC and involve the Clerk where necessary (see also item 12b above).

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2234*	Katrina Holloway	**	Deputy Library Volunteer Coordinator's salary for June 2022
2235*	Tina Picanza	**	Library Volunteer Coordinator's salary for June 2022
2236*	Simon Bold	**	Clerk's salary for June 2022.
2237*	Surrey Pension Fund	368.66	Employee and employer pension contributions for June 2022
2238*	HM Revenue & Customs	1,631.34	PAYE (Tax & NI) for Q.1. of 2022/23
2239	Howard Fairbairn Project Services Ltd	1,650.00	Preparatory work, a Project Steering Committee meeting and liaison with SCC (net of VAT £1,375)
2240	DM Payroll Services Ltd	132.00	Administration of payroll for 2022/23
2241	The East Surrey Transport Committee	10.00	Annual affiliation fee for 2022/23
2242	Simon Bold	1,043.87	Costs incurred for June 2022 including new office laptop (net of VAT £879.20)
2243	Tina Picanza	31.57	Reimbursement of costs incurred in June 2022
2244	Surrey County Council	50.00	Copies of the Commons Register
2245	Improvement and Development Agency	100.00	Copy of the 'Green Book' - employment terms & conditions (net of VAT £83.33)
	Total	£6,673.03	

**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.*