

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 12 OCTOBER 2022

Councillors (Cllrs) present:

*Nathan Adams (Chair), Robin Bloore,
Simon Morrow, Anna Patel, Keith Prew,
Jeremy Pursehouse and Cindy Steer.*

Attending:

Seven visitors (part)

Meeting opened at 7:45pm and closed at 10:13pm

In attendance: Simon Bold, Clerk

Prior to the start of the meeting, Cllr Adams stated that this was the first Parish Council meeting following the death of Queen Elizabeth II and he expressed everyone's sadness but also gratitude for Her Majesty's unwavering dedication to public service. All present acknowledged the proclamation of King Charles III by Tandridge District Council on 12th September 2022.

1. APOLOGIES FOR ABSENCE

Cllrs Matthew Elmer and Debbie Mayhew had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

Cllr Adams declared a Disclosable Pecuniary Interest (DPI) in respect of item 19 'Payments'. 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 7th September 2022 meeting. The Clerk to add copies to the Council's notice board and website.

4. MATTERS ARISING

Cllr Prew queried the timeliness of publicity relating to the Council's Grant Scheme. Cllrs agreed, as an exception, to extend the deadline for submissions to the 14th November 2022. The Clerk to amend the application forms, posters, website and to advise potential applicants.

SB

The Clerk to re-arrange an introductory meeting between Cllrs and the Surrey Community Liaison Officer (who was unavailable on this occasion due to COVID-19).

SB

5. COUNCIL VACANCIES

a) The Clerk advised that following official notices of the two Parish Council casual vacancies - which had arisen due to resignations since the last meeting - Tandridge District Council (TDC) had received and accepted 'claimed poll' requests. The Clerk set out the estimated election costs that had been provided by TDC.

Cllrs decided, that in order to keep costs as low as possible, to decline the option of poll cards. They felt that with sufficient publicity there would be adequate notice and information to residents. The Clerk to inform TDC of this decision.

SB

The Clerk also advised that nominations for candidates would close at 4pm on 28th October after which it would be known if the election was going to be contested or not. Cllrs acknowledged that an uncontested election would only incur administration charges by TDC up to that point in time (e.g., staffing and printing costs).

b) Cllrs made a small number of changes to appointments to Committees, Working Groups, Outside Bodies and other responsibilities. Cllrs Bloore and Pursehouse were added to the Remembrance Day Working Group and Nathan Adams agreed to be responsible for monitoring the Council's defibrillators at the library and Harrow Inn.

RB
JP
NA

6. HIGHWAYS AND TRANSPORT

The Clerk advised that County Cllr Becky Rush was waiting for information from Surrey

County Council (SCC) Highways Officers in respect of the estimated costs for repairing kerbs and also addressing flooding at the eastern corner of The Green. The Clerk to chase-up news on this from County Cllr Rush and to also request improvements to the visibility of the zebra crossing on The Green (at the junction with Westhall Road).

SB

Cllrs acknowledged receipt of the results of a traffic speed survey conducted by SCC in respect of Sunnybank and that, as a result, SCC Highways and the County Cllr did not consider the installation of any additional speed restrictions to be a high priority at this time.

7. GREEN IMPROVEMENT SCHEME – PHASE ONE

Cllr Morrow advised that TDC were still considering the Parish Council's amended version of the Community Infrastructure Levy (CIL) Grant Contract. Following feedback from the TDC CIL Working Group and TDC Officers, there was optimism that the Parish Council's key concerns would be positively addressed and accommodated in the TDC redraft.

SM

Cllrs Morrow and Prew, along with the Clerk to review the revised CIL grant document, once available, from TDC and to arrange, if necessary, a meeting with TDC to finalise the agreement.

KP

SB

Cllr Morrow also advised that he had asked SCC to begin drafting their design contract and that he had participated in an introductory meeting, via zoom, with SCC and Atkins (design consultancy).

8. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided a brief summary of recent activity and then spoke in detail about the following items.

- a) Cllr Prew felt that the main focus should be to refurbish the library. Ex-Cllr Kempster had obtained an outline design plan which had been shared with members of the Library Working Group and the Senior Library Assistants. In order to move to detailed plans, Cllr Prew proposed that the Council re-allocate provisional CIL funding of £5,000 from the Eco-hub project to refurbishment of the library (see also item 10c below). He added that he would expect any refurbishment to be partly funded by the Parish Council in conjunction with others, for example, SCC and TDC (the latter via CIL).
- b) In respect of the Parish Council's Eco-hub extension proposal submitted to Your Fund Surrey, Cllr Prew advised that this had been turned down due to an expectation of increased library running costs (after redevelopment) and the fact that the current building was subject to a lease between multiple legal entities. Cllr Prew expressed his disappointment on behalf of the Council and Cllrs agreed to postpone consideration of this project until after any refurbishment of the existing library building.

The next Library Management Committee meeting was scheduled to take place on 26th October.

9. EXTERNAL AUDIT

The Clerk had circulated, prior to the meeting, the External Auditor's report and Certificate for the year ending 31 March 2022. No issues had been raised and, therefore, Cllrs felt that no action was necessary.

The Clerk confirmed that the Notice of Conclusion of Audit had been put on display on the Council's website and notice boards prior to the 30th September 2022.

10. FINANCE

- a) Cllrs acknowledged receipt of the Council's latest financial reports (unaudited) for the period to 30 September 2022 which had been circulated by the Clerk prior to the meeting. The Clerk to provide details of expenditure relating to 'consumables' after the meeting.
- b) Cllr Bloore reconciled and signed the financial reports and copies of the Council's bank and investment statements.

SB

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- c) Cllrs reviewed and amended the list of potential CIL funded projects and gave each of them a priority rating. Cllrs agreed to re-allocate the £5,000 Eco-Hub reserve to initial costs relating to library refurbishment. The Clerk to update the list and circulate to all Cllrs. SB

The Clerk advised that he expected £8,579.58 of CIL receipts from TDC at the end of October, which would take the Council's balance of CIL reserves to £142,692.

- d) The Clerk set out the time-line for production and agreement of the Council's 2023/24 budget. He requested that Cllrs provide any proposed changes to the current budget to him prior to a review at the November meeting. This would enable a draft budget to be presented to Cllrs at the December meeting in readiness for its final approval no later than the Council's January 2023 meeting. ALL

11. WORKING GROUPS

The Clerk advised that no Tree Working Group report had been provided since the Council's last meeting. Cllrs suggested that the offer of free trees from SCC under their 'Treescapes' scheme be passed to the Blanchman's Farm Local Nature Reserve Management Committee for their consideration – the Clerk to action. SB

In respect of the Library Working Group, Cllr Prew had provided a written report shortly before the meeting for circulation by the Clerk to Cllrs. Cllrs agreed to a nominal hire charge, as an exception, to enable the new Library Friends Group to provide a 'warm space' for residents on a Wednesday at the library between November 2022 and March 2023.

Cllr Prew advised that the next Library Working Group meeting was scheduled for 31st October and would discuss the 10th Anniversary of the Community Partnership with SCC.

12. POLICIES AND PROCEDURES

Cllr Morrow had circulated a proposed update to the Council's Risk Register, relating to the Green Improvement Scheme, prior to the meeting. Cllrs agreed this amendment and the Clerk to re-issue the Register and upload a copy to the Council's website. SB

13. WARLINGHAM GREEN INCLUDING WARLINGHAM APPEARANCE

Cllrs agreed that the Clerk should chase-up TDC to ascertain whether they accept the findings of the tree scan (of an individual tree on The Green), that they will assist with any costs due to damage to the Christmas Lights as a result of tree work and provide assurances from the contractor in respect of taking due care and following published method statements. SB

Cllrs confirmed their agreement to additional expenditure in respect of replacement LED lights around the War Memorial of £254 (ex-VAT), taking the total cost of work to £1,353.93 (net of VAT).

Cllrs acknowledged the wishes of the local WI to install a public bench on the existing hardstanding within the grassed verge opposite the White Lion and Horseshoe pubs.

14. COMMON LAND

Cllr Morrow requested that the Clerk contact TDC about the new illuminated signage on the front of the Spaghetti Tree restaurant in terms of whether such a sign required planning approval. SB

Cllrs resolved to take a discussion about a request for a crossover of the Common Land into Part II of the meeting given the personal and financial nature of any discussion (see item 21 below).

15. PLANNING

- a) Cllr Prew advised that TDC were unlikely to be able to improve the speed and reliability of their planning portal (website) for several weeks to come. He added that TDC were well aware of the problems and were trying, via an external contractor, to improve the service as quickly as possible. Members of the Parish Council Planning Committee reported how badly the system operated at times, which added considerably to the time required to assess planning cases. SM

- b) Cllrs Morrow, Patel and Steer agreed to attend the next Planning Committee meeting on

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18th October. The Clerk to check the availability of Cllr Mayhew and to issue the list of planning cases by 13th October. Cllr Pursehouse to post a copy of the list to the Council's Facebook page. AP
CS
JP

16. NEIGHBOURHOOD PLANNING

a) Cllr Bloore advised that following a meeting with TDC he felt that the existing Parish Plan and Village Design Statement could form the basis of a Neighbourhood Plan. He felt that in order to take this idea forward, a meeting of all Parish Cllrs, including those from Chelsham & Farleigh, with TDC should take place to discuss the potential timeline, organisational structure and funding. He also felt that the Parish Council, as sponsor, needed to be confident that there would be sufficient volunteers and expertise available to drive the project all the way to completion.

The Clerk to arrange a meeting between Parish Cllrs and TDC. SB

b) Cllrs agreed to defer any decision on whether to designate a Neighbourhood Area until a later date.

17. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

Cllr Adams had circulated an estimate of costs, prior to the meeting, in respect of the Remembrance Day event for Warlingham – Cllrs acknowledged that this was £85 above budget due to increase costs since last year.

Cllrs welcomed a request from a local resident to put up poppies around The Green – the Clerk to acknowledge this, with thanks, and to advise how long the poppies should be on display. SB

Cllr Patel advised that it was often impractical for her to attend East Surrey Transport Committee meetings due to work commitments. Cllrs acknowledged that in order to resolve this, it may be necessary for someone else to be the Council's representative.

Cllr Pursehouse advised that Warlingham Events had met to discuss preparations for the celebration of His Majesty the King's coronation on Saturday 6th May 2023.

18. COMMUNICATIONS

Cllr Adams advised that the CR6 magazine article for November, publicising Remembrance Sunday at The Green, had been submitted. Cllr Prew suggested that the subject for the Council's December article should be the 'warm space' initiative at Warlingham Community Library.

Cllrs Prew and Pursehouse to add copies of the November article to the Council's website and Facebook site respectively. KP
JP

19. PAYMENTS

Cllrs noted and authorised the list of payments which totalled £10,734.34 (see Appendix 1: Schedule of Payments). The Clerk advised that his salary took account of additional hours relating to the Green Improvement Scheme and that his cost incurred claim included a payment relating to the installation of a defibrillator and stopped cheque no. 2260 of £250 (as the payee could not accept a cheque from the Council). The Clerk to dispense all these payments. SB

Cllrs acknowledged a request for expenditure up to £25 for electrical extension leads for use in the library. The Clerk to procure these items. SB

20. NEXT MEETING

Cllrs noted that the next meeting was scheduled to take place on Wednesday 2nd November 2022. ALL

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

Cllrs discussed and agreed the terms of a vehicular crossover of the Common Land to No.3

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Chelsham Terrace. The Clerk to contact the homeowner and, if applicable, instruct the Council's solicitor to proceed with drawing up the necessary documentation. SB

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2264	Dan Jordan Publishing Ltd	342.00	Warlingham Community Library articles September and October (£285 net of VAT)
2265	PKF Littlejohn LLP	480.00	External audit services for 2021/22 (£400 net)
2266	Nathan Adams	35.00	Floral tribute on behalf of the Council
2267	Simon Bold	**	Clerk's salary for September 2022
2268	Surrey Pension Fund	368.66	Employee and employer pension contributions for September 2022
2269	Tina Picanza	**	Library Volunteer Coordinator's salary for September 2022
2270	Tina Picanza	21.01	Reimbursement for library costs incurred in September 2022
2271	HM Revenue & Customs	1,384.32	PAYE (Tax & NI) for Q2 2022/23
2272	Simon Bold	275.59	Reimbursement of costs incurred during September 2022
DD	Information Commissioner	35.00	Data Protection Registry renewal (2022/23)
2273	Surrey County Council	6,171.12	Library staff recharges Q1 2022/23 (net of VAT £5,142.60).
	Total	£10,734.34	

*** Staff salary details have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4.*