

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
Warlingham, Surrey, CR6 9NF
www.warlingham-pc.gov.uk

Simon Bold, Clerk
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**MINUTES OF THE MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 7 SEPTEMBER 2022**

Councillors (Cllrs) present:

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

Attending:

*one visitor (part)
District Cllr Perry Chotai (part)*

Meeting opened at 7:50pm and closed at 9:40pm

In attendance: Simon Bold, Clerk

1.	APOLOGIES FOR ABSENCE Cllrs Matthew Elmer, Mark Payne and Keith Prew had provided their apologies prior to the meeting.	
2.	CODE OF CONDUCT Cllr Kempster 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 20 th July 2022 meeting. The Clerk to add copies to the Council's notice board and website.	SB
4.	MATTERS ARISING Cllr Adams advised that the new defibrillator and its cabinet, which was accessible to the public at all times and funded by the Parish Council, had been installed at the Harrow Inn pub. He added that, with the assistance of the local First Responders, training would be organised for the pub's staff. The unit had also been registered on the national database called "The Circuit". Cllr Adams also advised that occurrences of anti-social behaviour at Mint Walk recreation area appeared to have lessened - various agencies had been working to improve the situation including local Police. Cllrs Adams and Pursehouse to continue to monitor the situation and keep fellow Cllrs advised. Cllr Adams confirmed that he had been in touch with Govia Thameslink Railways to ensure that the Access-For-All bid in respect of Upper Warlingham Station was progressing – he would continue to monitor progress and liaise with the East Surrey Transport Committee. The Clerk confirmed that Tandridge District Council (TDC) had finally registered Warlingham Community Library as an Asset of Community Value. He added that work on updating the Council's Asset List was in-hand.	NA NA JP NA SB
5.	HIGHWAYS AND TRANSPORT Surrey County Council (SCC) had reported that traffic speed data collected on Hillbury Road showed an overall speed of 32mph. A SCC Speed Management Plan for the area was expected in October and this would determine whether a Vehicle Activated Sign at this location was deemed necessary. Cllrs to consider the results of SCC's assessment at a future meeting. The Clerk reminded Cllrs that the Tandridge Parking Review for 2023 was now open. With respect to damaged kerbs and verges around Warlingham, County Cllr Becky Rush had advised that she was waiting to receive an estimate of costs for the top six locations nominated by the Parish Council. The Clerk to chase-up for the results, if required, prior to the next meeting. The Clerk to also chase up the request previously made to County Cllr Becky Rush for	ALL SB

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	<p>SCC’s urgent attention to the frequent highways flooding at the eastern corner of The Green.</p>	
6.	<p>WARLINGHAM COMMUNITY LIBRARY Cllr Kempster recommended the acceptance of the Memo of Understanding that had been circulated prior to the meeting following a review of the details in conjunction with Cllrs Morrow and Prew. The document included increased staff recharge figures compared to those accepted at the Council’s June meeting. Cllrs approved the entire agreement and the Clerk to sign the document (on behalf of the Council) and return a copy to SCC. Cllr Kempster was also pleased to report that library visitor numbers had been steadily increasing since the beginning of the year and that Tanya Davies, the replacement Senior Library Assistant, was due to start her employment later in the month.</p>	SB
7.	<p>GREEN IMPROVEMENT SCHEME – PHASE ONE Cllr Morrow had provided a report, which had been circulated to all Cllrs prior to the meeting, summarising activity since the last Council meeting and setting out available details in respect of the following items. a) Community Infrastructure Levy Grant Contract – a revised draft had been received from TDC a few days prior to this meeting and Cllr Morrow remarked that a number of features would require amendment before the document could be recommended to the Council for consideration and approval. Cllr Pursehouse offered to speak to the TDC solicitor to seek clarification on the proposed termination clause prior to Cllrs Morrow and Prew, along with the Clerk, meeting to go through the entire document in detail prior to sending proposed amendments back to TDC. The Clerk to also request a meeting with TDC, if judged necessary, to help complete a final draft. Cllr Morrow also to seek SCC’s view on the termination clause. b) Cllrs reviewed the estimate of costs from two solicitors and approved the appointment of Wellers Hedleys – the funding of this appointment was already a component of the Phase One Funding Schedule. The Clerk to inform both solicitors of the Council’s decision. c) Cllrs agreed to retain the Scheme’s architect on a consultancy basis up to an amount of £1,000 (in accordance with the Phase One Funding Schedule). It was also agreed that the Clerk contact SCC Highways seeking improved visibility to the Westhall Road zebra crossing. Cllr Morrow to chase up SCC for sight of the draft design contract to enable the Parish Council to review and seek the advice of the appointed solicitor.</p>	JP SM KP SB SM SB SB SM
8.	<p>WORKING GROUPS Cllr Kempster had provided two reports prior to the meeting. In respect of Warlingham Community Library, Cllrs approved £60 from the library promotions budget to purchase a pull-up banner for use at the local Hobbies Fair (scheduled for October) and other community events. Cllr Pursehouse to help with any artwork. In respect of the Tree Working Group, the “Warlingham Tree Walks” in August had been attended by over 50 individuals. Comments from the attendees had been very positive and the whole Council wished to record their gratitude to Lisa Dunning and Richard Mascall, who had been extremely helpful in preparing and supporting the walks.</p>	JP
9.	<p>POLICIES AND PROCEDURES a) Cllrs discussed the Council’s current Risk Register. It was agreed to amend point 3</p>	

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	<p>of item 9 “Inability to meet financial liabilities” to reflect safeguard/control measures applicable to all projects and to add an additional item 9(a) “Management of Financial Liabilities relating to the Green Improvement Scheme”. Cllr Morrow to draft wording in respect of these two changes and circulate to fellow Cllrs.</p> <p>Cllr Bloore advised that TDC had been investigating the ownership of the War Memorial and that as soon as he had any substantive news from them, he would advise everyone.</p> <p>b) Cllr Morrow had drawn up and circulated a separate version of the existing Grant Scheme that would enable organisations to apply for a contribution towards running costs should they wish to do so. Cllrs reviewed and approved this document.</p> <p>c) Cllrs Bloore and Pursehouse confirmed that they had prepared an article publicising the Council’s Grant Scheme for the CR6 magazine and Council’s website (see item 14 below). The Clerk to upload 2022 versions of the Council’s Grant Application Scheme to the Council’s website and to send notices out to previous applicants reminding them that the deadline to submit applications is the 31st October 2022.</p> <p>Cllrs agreed to meet on 21st November at 8pm to review all applications received.</p>	<p align="center">SM RB SB</p>
<p>10.</p>	<p>WARLINGHAM GREEN INCLUDING WARLINGHAM APPEARANCE</p> <p>The analysis of one of the trees on The Green, funded by the Parish Council, had produced a result that demonstrated the tree could be saved and managed in the same way as all the other trees around The Green. The Clerk to ask TDC for their acceptance of this analysis and to confirm that their scheduled tree management work will take place no later than mid-October (to give the Warlingham Lights Committee sufficient time to assess any damage to lighting). In addition, the Clerk to suggest to TDC that they issue publicity, in advance, about the reasons for, and benefits of, the tree work – this information, if and when available, to be communicated via the Parish Council’s website and Facebook page.</p> <p>The Clerk advised that he had reported two damaged bollards on the north-east edge of The Green to TDC and asked them to also assess, and if necessary, repair the wooden parts of the stone bench at the centre of The Green.</p> <p>Cllr Adams proposed that the lighting of the War Memorial be switched from halogen to LED prior to Remembrance Day. He reminded Cllrs that the existing lights were beyond economic repair and that a change to LED lighting would guarantee the reliability of both lights and consume far less electricity. Cllrs approved expenditure of £1,100, from the War Memorial earmarked reserve of £4,288, on the understanding that both Cllr Adams and the Clerk would come back to Cllrs if the quotes obtained for replacement lighting were higher (otherwise they could proceed).</p>	<p align="center">SB JP KP SB NA SB</p>
<p>11.</p>	<p>COMMON LAND</p> <p>The Clerk advised that he had instructed the tree surveyor to complete a report of the trees around the Common Land. Once the results were known, he would organise a meeting between a small number of Cllrs and the owners of the Spaghetti Tree to share the results of the survey and discuss any issues relating to access and parking.</p> <p>In respect of a request for a vehicular crossover to one of the cottages at Chelsham Terrace, the Clerk and Cllr Adams to arrange a meeting with the homeowner to discuss the process in greater detail before bringing the subject back to Cllrs at a later meeting.</p>	<p align="center">SB NA SB</p>
<p>12.</p>	<p>PLANNING</p> <p>a) Cllr Morrow provided a verbal summary of the Committee meeting of 16th August 2022.</p> <p>b) The Clerk advised that Cllr Elmer was expected to be available for the next</p>	<p align="center">NA ME</p>

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	<p>Committee meeting scheduled for 13th September and Cllrs Adams, Mayhew and Steer confirmed their availability in order that the meeting could proceed.</p> <p>c) Cllr Prew had prepared a response (circulated prior to the meeting) to Kent County Council’s latest consultation with respect to the Covers Quarry Restoration planning application. Cllrs agreed the response and the Clerk to send.</p> <p>d) Cllr Bloore, in conjunction with Cllrs Prew and Pursehouse, to arrange a separate meeting of Cllrs in October to discuss the subject of Neighbourhood Planning prior to bringing the subject to full Council for consideration in November.</p>	<p>DM CS</p> <p>SB</p> <p>RB JP KP</p>
13.	<p>CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS</p> <p>The Clerk reminded Cllrs that the Tandridge Voluntary Action (TVA) Annual General Meeting would be on Tuesday 22 September.</p> <p>Cllr Adams confirmed that he planned to attend the Surrey Association of Local Councils AGM on Friday 30th September (at a cost of £25). He added that he was currently finalising the arrangements for Remembrance Day and would provide further details and estimate of costs for consideration at the next meeting.</p> <p>Cllr Pursehouse advised that following further discussions with TDC about storage space for local organisations, alternative options (not involving TDC) were now being considered.</p> <p>Cllr Pursehouse asked that a provision of £500 be considered for emergency equipment (such as sharp sand, bags and road signs). The Clerk to add this to the Council’s list of ‘Potential CIL Projects’ and Cllr Pursehouse to refine details and costs at a later meeting.</p>	<p>NA</p> <p>NA</p> <p>SB JP</p>
14.	<p>COMMUNICATIONS</p> <p>Cllr Adams and the Clerk to proof the Grant Scheme publicity material provided by Cllrs Bloore and Pursehouse before sending, by the end of the week, to the editors of the CR6 magazine. Cllrs Prew and Pursehouse to add copies to the Council’s website and Facebook site respectively.</p> <p>It was agreed that in future, the Clerk would provide Cllr Pursehouse with a copy of the planning application list prepared prior to each Planning Committee meeting, for uploading to the Council’s Facebook page.</p>	<p>NA SB JP KP SB JP</p>
15.	<p>PAYMENTS</p> <p>Cllrs noted and authorised the list of payments which totalled £5,991.16 (see Appendix 1: Schedule of Payments). The Clerk to dispense all these payments.</p>	<p>SB</p>
16.	<p>NEXT MEETING</p> <p>Cllrs noted that the next meeting was scheduled to take place on Wednesday 5th October 2022. Cllrs Mayhew and Steer advised that they would not be available to attend.</p> <p>The Clerk to invite the SCC Community Liaison Officer to come and introduce herself to Cllrs prior to the start of a future Council meeting.</p>	<p>ALL</p> <p>SB</p>
17.	<p>SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</p> <p>None</p>	

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2246*	Katrina Holloway	**	Deputy Library Volunteer Coordinator's salary for July 2022
2247*	Tina Picanza	**	Library Volunteer Coordinator's salary for July.
2248*	Simon Bold	**	Clerk's salary for July 2022.
2249*	Surrey Pension Fund	368.66	Employee and employer pension contributions for July 2022
2250	Howard Fairbairn Project Services Ltd	300.00	Site visit and liaison with Surrey County Council – Green Improvement Phase One (net of VAT £250).
2251	Tina Picanza	34.34	Reimbursement for library costs incurred in July.
DD	SSE (Southern Electric)	69.03	Power to the Green (£65.75 net of VAT)
2252	- SPOILED -	0.00	- SPOILED -
DD	Integrating Solutions Limited (ISL)	78.50	Library photocopier provision - June to July 2022 (net of VAT £65.42)
2253	Netwise Training Ltd (t/a Netwise UK)	600.00	Annual fee for website and email maintenance, hosting and domain name registration (£500 net)
2254	Keith Prew	127.74	Acrylic leaflet holders x 15 for library
2255	Simon Bold	**	Clerk's salary for August 2022
2256	Simon Bold	136.94	Reimbursement of costs incurred during July and August 2022
2257	Tina Picanza	**	Library Volunteer Coordinator's salary for August
2258	Tina Picanza	15.77	Reimbursement for library costs incurred in August
2259	Katrina Holloway	**	Deputy Library Volunteer Coordinator's salary for August 2022 (final).
2260	L.E.P Electrical Services	250.00	Installation of Defibrillator cabinet
2261	Grace Kempster	140.00	Purchase of the Parish News for June 2022 to March 2023 for Welcome Packs
2262	Gale Tree Consultancy	330.00	Tree survey work at The Green (£295 net of VAT)
2263	Surrey Pension Fund	368.66	Employee and employer pension contributions for August 2022
	Total	£5,991.16	

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

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