

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 2 NOVEMBER 2022

Councillors (Cllrs) present:

Nathan Adams (Chair), Robin Bloore,
Perry Chotai (part), Debbie Mayhew, Simon Morrow,
Anna Patel, Keith Prew and Jeremy Pursehouse.

Attending:

three visitors
County Cllr Becky Rush (part)

Meeting opened at 7:50pm and closed at 9:35pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Matthew Elmer and Cindy Steer had provided their apologies prior to the meeting. Newly elected Cllr Ed Ralph was unable to attend (see also item 5 below).

2. CODE OF CONDUCT

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

3. MINUTES

The Clerk had prepared and circulated minutes of the meeting held on 12th October 2022. Cllrs approved these minutes and the Chair signed them on behalf of the Council. At the request of Cllr Prew, the vote to approve the minutes was noted as follows: For – 5 votes; Against – 1 vote; and Abstentions – 1 vote. Cllr Chotai did not participate in the vote (see item 5 below).

The Clerk to add copies of the approved minutes to the Council's notice board and website.

SB

4. MATTERS ARISING

Cllrs advised their availability to attend a meeting with the Strategy Specialist Officer at Tandridge District Council (TDC) to discuss Neighbourhood Planning. Unfortunately, an insufficient number of Cllrs were available so the Clerk to circulate alternative dates for consideration by Cllrs.

SB

Cllr Adams advised that the replacement War Memorial lights at The Green were due to be replaced on Monday 7th November (subject to suitable weather conditions) and that TDC had been notified of the work.

5. NEW COUNCILLORS (WARLINGHAM EAST WARD)

a) Perry Chotai signed a Declaration of Acceptance of Office at which point he joined the meeting. Cllr Adams welcomed him to the Council.

b) Cllr Chotai to complete a Disclosable Pecuniary and Other Interests Notification within 28 days of the meeting. The Clerk to then transpose the details to the Register of Councillors' Interests and upload to the Council's website.

PC

SB

Cllr Chotai confirmed that his telephone number could be publicised in connection with Council business and to arrange induction training with the Clerk.

PC

The Clerk to contact Ed Ralph to obtain a completed Declaration of Acceptance of Office and Disclosable Pecuniary and Other Interests Notification.

SB

The Clerk to update and publish the list of Cllrs once all the above documentation has been completed.

SB

6. HIGHWAYS AND TRANSPORT

The Clerk advised that he had chased-up Surrey County Council (SCC) Highways for news on whether the installation of a replacement Vehicle Activated Sign (VAS) on Hillbury Road had been judged as a priority in the context of other sites across Tandridge. The Clerk to keep Cllrs advised.

SB

The Clerk to ask County Cllr Rush to advise whether there is a suitable VAS fixing point

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on Sunnybank and, if not, the likely cost of installing a post (subject to a survey of suitable locations). The Clerk to also remind the County Cllr, if necessary, that estimated costs are required with respect of repairs to kerbs and verges.

Cllrs noted that County Cllr Rush had agreed to raise the subject of visibility and safety of the zebra crossing at the junction of Westhall Road and The Green with SCC Highways Officers. The County Cllr had also advised that the drain at the eastern corner of The Green was due to be jet-washed after which the extent of any further temporary flooding would be monitored.

7. GREEN IMPROVEMENT SCHEME – PHASE ONE

Cllr Morrow provided a verbal summary of activity since the last meeting. He advised that the latest draft Community Infrastructure Levy (CIL) Grant Contract was still unsuitable despite positive discussions with TDC. As a result, TDC had been asked, as a priority, to consider a change to clause 23 (Dispute Resolution). Once the response from TDC has been received Cllrs Morrow and Prew, along with the Clerk, to review the document before seeking the legal opinion of the Council's solicitor. A final draft will be brought back to a future meeting of the Council for review and decision.

SM
KP
SB

Cllr Morrow also advised that SCC were working on a draft contract and a copy would be provided shortly – once received, the Clerk to pass to the solicitor for review and comment.

SB

Cllrs acknowledged the time-consuming nature of the current discussions with TDC and thanked Cllr Morrow for his work and continued perseverance.

8. WARLINGHAM COMMUNITY LIBRARY

a) Library Management Committee of 26 October 2022 – Cllr Prew included in his remarks that he had raised his concerns with SCC about their delay in providing a current draft of the Library Licence; that the Q2 2022/23 staff recharge query had been satisfactorily resolved (see also Appendix 1 – Schedule of Payments); that the Chartered Institute of Public Finance & Accounting survey results were extremely positive with customers particularly complimenting the staff and volunteers; that service levels were on target and that visitor numbers were continuing to increase.

b) Library Working Group of 31 October 2022 – Cllr Prew included in his remarks that the 'Warm Hub Wednesday' initiative, organised by the Warlingham Community Library Friends group, was due to start on 9th November running through to 29th March 2023; that he had raised with County Cllr Rush the prospect of match-funding opportunities with respect to refurbishment of the library; that any refurbishment proposals would require presentation to, and sign-off by, both the Library Management Committee and Parish Council; that the SCC library mailing list had been trailed successfully to promote activities to 500 users registered with Warlingham Community Library and that it would be used again to promote the Community Partnership Library 10th anniversary event scheduled for Saturday 21st January 2023. Cllr Prew to provide notes of the full meeting for circulation to Cllrs by the Clerk.

KP
SB

9. BUDGET 2023/24

Cllrs discussed some initial proposals and ideas relating to the Council's budget. Cllr Adams and the Clerk to prepare a first draft for discussion at the next Council meeting.

NA
SB

10. WARLINGHAM GREEN INCLUDING WARLINGHAM APPEARANCE

The Clerk advised that the damaged bollards near the north-west corner of The Green had been replaced by TDC since the last meeting. TDC had advised that the bedding plants around the War Memorial and the stone bench would be repaired prior to Remembrance Day. The Clerk advised that he would weed the tubs outside the Co-op as well.

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Cllr Adams suggested that the Council consider not allowing banners during the week prior to Remembrance Day and Cllrs agreed to amend the Council's banner policy to state that "the display of banners would not normally be agreed for the week preceding Remembrance Sunday". The Clerk to bring any requests for banners during that particular week to the Council for a decision in future. The Clerk to update and re-publish the Policy. The Clerk confirmed that the Warlingham Christmas Lights Committee had successfully applied for banners in respect of the "Lighting-Up Warlingham Green" event on Saturday 19th November.

SB

11. COMMON LAND

The Clerk advised that he had chased-up the contractor tasked with completing a tree survey of the Common Land and that he had also cleared High Lane of broken branches following severe storms and high winds on Sunday 23rd October. He reported that a car had been parked on High Lane for several days and asked Cllrs to monitor.

The Clerk also advised that the details relating to the proposed vehicle crossover had been accepted by the resident at Chelsham Terrace and that the Council's solicitor had been instructed to draw up documents.

The Clerk added that he was waiting for clarification from TDC Planning Department about the illuminated sign on the front of the Spaghetti Tree restaurant.

12. PLANNING

Cllr Morrow provided a summary of the Planning Committee meeting of 18 October 2022. Cllrs were disappointed to hear that SCC Highways had withdrawn their reason for refusal, in conjunction with Kent County Council, in respect of the Covers Farm Quarry application (near Westerham) – this would allow (if the whole proposal was subsequently permitted) ten two-way HGV movements per day along Croydon Road north (leading to the Limpsfield Road and Warlingham).

13. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

Cllr Adams confirmed that he would attend the next Surrey Association of Local Councils 'Chairs Forum' scheduled via zoom on 24th November.

The Clerk reminded Cllrs of the news that the Caterham and Oxted branches of NatWest were due to close by March 2023. The Clerk to look at alternative providers and send a complaint to NatWest, copied to Claire Coutinho MP, highlighting the harm caused to the local community – both residents and businesses.

NA

SB

14. COMMUNICATIONS

Cllrs discussed the next CR6 article (for publication in December) and decided that Cllr Adams should summarise the year's activities from a Parish Council perspective.

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

Cllrs noted that the CR6 article in respect of the library (for publication in January 2023) would focus on the 10th anniversary of the Community Partnership Library and celebrations scheduled for Saturday 21st January 2023.

The Clerk advised that the Warlingham Directory (put together by others) would be revised and updated for 2023. Cllrs agreed to expenditure from the Library Marketing budget for a limited number of copies to go into the Welcome Packs available from the library.

NA

KP

JP

15. PAYMENTS

Cllrs noted and authorised the list of payments which totalled £10,268.22 (see Appendix 1: Schedule of Payments). The Clerk to dispense all these payments.

Cllrs agreed to a suggestion by Cllr Adams to purchase additional copies of the "Good Councillors' Guide" to be given to the newly elected Cllrs (at £4.99 per copy plus p&p). The Clerk to procure.

SB

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The Clerk reported that the Local Government Association had just published the new pay scales for 2022-23 to be implemented with effect from 1 April 2022. The Clerk to calculate staff backpay and present for approval at the next meeting. SB

16. APPOINTMENTS

Cllrs agreed to defer any consideration of appointments to Committees, Working Groups etc. until both newly elected Cllrs were available to participate in discussions.

17. NEXT MEETING(S)

Cllrs noted that the next meeting was scheduled to take place on Wednesday 7th December 2022. ALL

Cllr Adams advised that the first meeting of 2023 was scheduled on 11th January 2023.

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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2274	Dan Jordan Publishing Ltd	171.00	Warlingham Community Library article for November (£142.50 net of VAT)
2275	Surrey County Council	6,319.20	Library staff recharge Q2 2022/23 (net of VAT £5,266).
2276	Simon Bold	**	Clerk's salary for October 2022
2277	Simon Bold	43.24	Reimbursement of costs incurred during October.
2278	Tina Picanza	**	Library Volunteer Coordinator's salary for October
2279	Tina Picanza	56.38	Reimbursement for library costs incurred in October 2022
2280	Surrey Pension Fund	368.66	Employee and employer pension contributions for October 2022
2281	Tandridge District Council	56.00	Administration charge for by-election (West Ward).
2282	Nick Dance	216.00	Grass cutting of the Common Land (£180 net of VAT)
2283	Blinds by Design (London) Ltd	1,516.80	Replacement blinds for Warlingham Community Library (£1,264 net of VAT)
	Total	£10,268.22	

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