

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 7 DECEMBER 2022

Councillors (Cllrs) present:

Nathan Adams (Chair), Perry Chotai, Matthew Elmer,
Simon Morrow (part), Keith Prew, Jeremy Pursehouse and
Ed Ralph.

Attending:

one visitor

Meeting opened at 7:45pm and closed at 10:15pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Robin Bloore, Debbie Mayhew, Anna Patel and Cindy Steer had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

The Clerk advised that Cllr Ralph had completed a Declaration of Acceptance of Office and that both Cllrs Perry and Ralph had completed Notifications of Interests. The Clerk to publish an updated Register of Councillors' Interest to the Council's website.

SB

Cllr Pursehouse and Ralph declared a Disclosable Pecuniary Interest (DPI) in respect of item 15 'Payments'. No other Cllr declared any DPI and/or 'Other Interests' in respect of items on the agenda.

3. DISPENSATION

The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate, should the need arise, in respect of items 9a) and 9c) below.

4. MINUTES

Cllrs approved the minutes of the 2nd November 2022 meeting. The Clerk to add copies to the Council's notice board and website.

SB

5. MATTERS ARISING

Cllr Morrow reported that one of the recently replaced lights at the War Memorial was not working – the Clerk was aware and had asked the contractor to fix the fault.

The Clerk advised that the tree survey of the Common Land was due to be carried out by the appointed contractor on the 18th December - he would circulate the results to Cllrs.

SB

The Clerk to provide a copy of the Council's December CR6 magazine article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively.

KP

JP

6. HIGHWAYS AND TRANSPORT

The Clerk confirmed that no report on highways related matters had been received from County Cllr Becky Rush. Cllr Adams to contact the County Cllr to chase-up news on various highways items including the estimated cost of repairs to kerbs and verges in six different locations around Warlingham.

NA

The Clerk reported that Surrey County Council (SCC) Highways were considering alternative speed restriction measures, other than a fixed Vehicle Activated Sign (VAS), for Hillbury Road. The Clerk to circulate any further information, once available, to Cllrs.

SB

SB

The Clerk to contact SCC Highways to ask that the mobile VAS, currently on Westhall Road, be moved to its next scheduled location.

Cllrs were pleased to see that Shelton Avenue had been successfully re-surfaced.

7. GREEN IMPROVEMENT SCHEME

Cllr Morrow reported that he, Cllr Prew and the Clerk had reviewed the latest draft of the Community Infrastructure Levy (CIL) Grant Contract provided by Tandridge District Council (TDC). An assessment by the Council's solicitor was still awaited but Cllr

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Morrow advised that a handful of amendments, including a critical change to clause 19, would be necessary in order to make the agreement acceptable to the Parish Council.

Cllrs Morrow and Prew, along with the Clerk, agreed to meet again to review the solicitor's comments in respect of the CIL Grant Contract (once received) and to also review the first draft of the SCC design contract. After that meeting, the Clerk to send proposed changes to the CIL Grant Contract to TDC and Cllr Morrow to send initial comments on the draft design contract to SCC.

SM
KP
SB
SM

Once SCC had reviewed and commented on the Parish Council's initial comments in respect of the design contract, the Clerk to send a copy to the solicitor for his assessment and advice.

SB

Cllr Morrow was hopeful to be able to present final drafts of both the CIL Grant Contract and SCC design contract, for approval by Cllrs, at the next Council meeting.

8. PLANNING

- a) Cllr Elmer provided a verbal report of the Planning Committee meeting of 22 November. He also expressed his gratitude to Cllr Morrow for the informal training he had provided to Committee members on the same evening.

Cllrs Elmer, Morrow and Pursehouse confirmed their availability to attend the next Planning Committee meeting scheduled for 13th December. The Clerk to check whether Committee member Cllr Mayhew would also be available to attend.

SB

- b) Cllr Prew spoke in his capacity as a District Cllr about the circumstances that had led TDC to adopt an Interim Policy Statement for Housing Delivery. He referred Parish Cllrs to Appendix A of the Policy as this related to sites in Warlingham. He noted that the applicant in respect of the John Fisher site had gone to appeal and that Planning Officers at TDC were considering an appropriate response.

He added that TDC had recently established a Planning Policy Working Group. This Group would, for example, consider the contents of a recent letter from Rt Hon Michael Gove, Secretary for State for Levelling Up, Housing & Communities.

The Clerk to circulate a copy of this letter to Parish Cllrs for their information.

SB

- c) Cllrs noted that following an informal Neighbourhood Planning presentation to Cllrs by TDC, Cllr Bloore had offered to draw up a short questionnaire with the intention of sending this to several Parish Councils in Tandridge seeking their feedback on their respective Neighbourhood Plan projects. Cllrs felt that the responses from other Parishes would provide useful information and enable the Council to make a more informed decision about whether or not to proceed with a Neighbourhood Plan.

RB

9. FINANCE

- a) Cllrs reviewed the list of proposed grant awards, following a meeting of Cllrs on the 21st November 2022, and approved expenditure as follows (in no particular order):

Organisation	Amount £
1 st Warlingham Scout Group (new information sign)	350
Blanchman's Farm LNR (maintenance of public open space)	1,500
Citizens Advice Tandridge District (services to the local community)	1,500
Church Yard, All Saints Church (maintenance of public open space)	500
Warlingham Christmas Lights Committee (replacement lights)	1,000
Warlingham Methodist Church (equipment for youth & film clubs)	500
Warlingham Church Hall (contribution towards essential maintenance)	1,500
Warlingham Fair Committee (equipment for use by stallholders)	750
Total	£7,600

The Clerk to liaise with the Warlingham Christmas Lights Committee and to disperse

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- payments and provide each recipient with a standard letter of terms. SB
- b) Cllrs briefly discussed and agreed the format of the grant application form for 2023. The Clerk to upload a copy of the form to the Council's website. SB
- c) The Clerk briefly outlined the main points of the draft budget that he and Cllr Adams had prepared and circulated prior to the meeting. Cllrs discussed a number of items and a small number of changes were proposed – Cllrs agreed that the resultant budget should be re-presented at the January 2023 meeting for approval. SB
- Cllrs discussed the running costs of the 'bring bank recycling service' (static recycling bins) currently provided by TDC. Cllrs felt that the Parish Council should not take on financial responsibility for this facility particularly given the adequacy and convenience of TDC's existing household recycling service. The Clerk to advise TDC of this decision. SB

10 WARLINGHAM COMMUNITY LIBRARY

Cllr Prew briefly reported on the Library Working Group meeting of 21st November and set out the preliminary arrangements for the Community Partnership Library 10th Anniversary Open Day on the 21st January 2023.

He added that the Library Friends Group now had a constitution, bank account and officers and that the group would publish an article in the January edition of the CR6 magazine.

The Clerk to circulate a copy of the draft minutes of the last Library Management Committee meeting to all Cllrs. SB

11 WARLINGHAM GREEN INCLUDING WARLINGHAM APPEARANCE

The Clerk reported that two banner displays that had been granted (by delegated authority). The Clerk also advised of two other banner requests for displays in mid-2023 - Cllrs concurred that these should be held in abeyance until nearer the time.

12 STAFFING

- a) In light of the personal and confidential nature of the Clerk's appraisal, Cllrs resolved to move this item to sub-section 2 of the agenda with the public excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

This item was considered at the end of the meeting following the exclusion of the public. The meeting was also temporarily adjourned before continuing. The original order of agenda items is maintained in these minutes for ease of reference.

Cllr Adams provided a summary of the Clerk's appraisal and a proposal with respect to the Clerk's salary (see sub-section 2 below).

- b) The Clerk had circulated, prior to the meeting, details of training courses available from the Surrey Association of Local Councils. No requests for training were raised.

13 CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

Cllrs Adams provided a briefing on the Remembrance Day event. This had been very successful despite traffic having to be allowed to pass around The Green during the ceremony. New walkie-talkies had been acquired to assist with marshalling but Cllr Adams added that the ability to manage and, if necessary, stop traffic in future would be dependent on more people volunteering to be marshals.

Cllr Pursehouse reported that the Warlingham Lights Switch-On event had also been a big success and exceptionally popular this year.

Cllr Adams advised Cllrs of correspondence that he had seen relating to Biggin Hill Airport. He had subsequently asked the Biggin Hill management team to ensure that all local Parish Councils are consulted, in future, about any proposals to change services and/or flights paths.

Cllrs Adams and Pursehouse to arrange a meeting of local organisations, including

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Surrey Police, to discuss the subject of sporadic anti-social behaviour in and around Mint Walk Recreation Ground.

Cllrs advised their availability to attend a meeting with a representative of TDC to discuss their property assets in the Parish of Warlingham. The Clerk to confirm the meeting details to all Cllrs and TDC by email.

14 COMMUNICATIONS

- a) Cllr Adams confirmed that the next CR6 magazine article for publication in January 2023 would set out details of the Council's grant awards for 2022 (see also item 9a above). The Clerk to provide a copy to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. NA
SB
KP
JP
- b) Cllrs noted that the Parish Council would be 'closed' during the Christmas week (26th – 30th December). The Clerk to add the Council's opening times during the Christmas and New Year period to the Council's notice board and website. The Clerk to pass details of the library opening times to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. SB
KP
JP
- The Clerk reminded Cllrs of the Parish Council's right to have its own leaflet included in TDC's annual Council Tax correspondence sent to all households. Cllrs felt that they should repeat the previous year's promotion of Warlingham Community Library. Cllr Pursehouse agreed to provide a draft flyer prior to the January Council meeting. JP

Cllr Morrow left the meeting during item 15.

15 PAYMENTS

Cllrs noted and authorised the list of payments that had been circulated by the Clerk prior to the meeting. In addition, Cllrs approved the payments in respect of the grants (see item 9a above) which were added to the list (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments. SB

Cllrs agreed to raise, at the meeting with TDC (see item 13), a proposal to match-fund new play equipment (£3,000).

16 NEXT MEETING

- a) Cllrs noted that the next meeting was scheduled to take place on Wednesday 11th January 2023. ALL
- b) The Clerk had provided a schedule of provisional meeting dates for 2023. Cllrs changed the date of the May 2023 meeting and the Clerk to circulate the final schedule to Cllrs. SB

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

Cllrs approved, under this part of the meeting (see item 12 above), the Clerk's appraisal for 2022/23 but deferred making a decision on the Clerk's pay-point effective from April 2023 until the next meeting.

Cllrs agreed that a pay scale review should take place before 31 March 2023 to establish whether a higher pay-scale range would be appropriate for the Clerk from April 2023. Cllr Adams to arrange this review. NA

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APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
2284	Fusion 3 Technical Ltd	225.00	Public address system at Remembrance Sunday ceremony at The Green
DD	Integrating Solutions Limited (ISL)	48.25	Library photocopier provision August to November 2022 (£40.21 net of VAT)
DD	SSE (Southern Electric)	60.55	Power to The Green August to October 2022 inclusive (£57.67 net of VAT)
2285	Simon Bold	**	Clerk's salary for November and back-pay for April to October 2022.
2286	Simon Bold	51.46	Reimbursement of costs incurred in November
2287	Tina Picanza	**	Library Volunteer Coordinator's salary for November and back-pay for April to October
2288	Tina Picanza	20.69	Reimbursement for library costs incurred in November 2022
2289	Surrey Pension Fund	527.47	Employee and employer pension contributions for November 2022
2290	1 st Warlingham Scout Group	20.00	Hire of facilities for a Neighbourhood Plan meeting with other authorities on 25 November.
2291	1 st Warlingham Scout Group	30.00	Contribution towards refreshments after Remembrance Sunday ceremony 2022
2292	Warlingham Flute Band	100.00	Attendance of Remembrance Sunday ceremony.
2293	Wendy Pursehouse	69.00	Order of Service production and printing
2294	Warlingham Parochial Church Council	500.00	Grant Award (maintenance of public open space)
2295	Blanchman's Farm Local Nature Reserve	1,500.00	Grant Award (maintenance of public open space)
2296	Citizens Advice Tandridge District	1,500.00	Grant Award (support of services to the local community)
2297	1 st Warlingham Scout Group	350.00	Grant Award (new metal information sign)
2298	Warlingham Methodist Church	500.00	Grant Award (equipment for youth club)
2299	Warlingham Fair Committee	750.00	Grant Award (equipment for use by stallholders)
2300	Warlingham Church Hall Ltd	1,500.00	Grant Award (contribution to building work)
	Total	£9,895.37	

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