

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 11 JANUARY 2023

Councillors (Cllrs) present:

Robin Bloore (acting Chairman), Debbie Mayhew,
Simon Morrow, Anna Patel (part), Keith Prew and
Jeremy Pursehouse.

Attending:

two visitors (one part)

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

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Nathan Adams (Chairman of the Council), Perry Chotai, Matthew Elmer, Ed Ralph and Cindy Steer (Vice-Chairman) had provided their apologies prior to the meeting.

In the absence of the Chairman and Vice-Chairman, Cllr Prew proposed and Cllr Mayhew seconded that Cllr Bloore take the role of Chairman for the meeting.

2. CODE OF CONDUCT

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

The Clerk advised that he was waiting to receive an updated Notification of Interests form from Cllr Chotai.

PC

3. DISPENSATION

The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate in respect of item 8 below.

4. MINUTES

Cllrs approved the minutes of the 7th December 2022 meeting. The Clerk to add copies to the Council's notice board and website.

SB

5. MATTERS ARISING

The Clerk advised that, following receipt of the completed tree survey of the Common Land, he would contact contractors about the proposed work and circulate a summary of quotations prior to the March meeting of the Council.

SB

The Clerk to chase-up information from Tandridge District Council (TDC) with respect to play equipment contractors and ownership of the War Memorial.

SB

Cllr Bloore confirmed that he was still working on a draft questionnaire (for other Parish Councils to complete) in respect of Neighbourhood Planning.

RB

6. HIGHWAYS AND TRANSPORT

The Clerk to provide details, prior to the next meeting, of the cost of mobile Vehicle Activated Sign (VAS) accessories (e.g., batteries, padlocks) for consideration by Cllrs. The Clerk to circulate a copy of the VAS location rota after the meeting.

SB

Cllrs were disappointed that there was no highways update (either verbal or written) from County Cllr Becky Rush. Cllr Bloore, working in conjunction with Cllr Adams, agreed to chase up County Cllr Rush for information and to inform her that the recent jet-washing of the drain near the eastern corner of The Green had not helped reduce temporary flooding after heavy rain.

RB

NA

RB

Cllrs Bloore, Pursehouse and others (subject to availability) to survey other roads prone to flooding in Warlingham and to send a summary with photographs to the Clerk. The Clerk to write to Matt Furniss of Surrey County Council (SCC) setting out the extent of highways flooding in Warlingham and to ask for urgent remedial action.

JP

SB

7. GREEN IMPROVEMENT SCHEME – PHASE ONE

- a) Cllr Morrow reported that, regrettably, a formal response from TDC to the Parish Council's proposed amendments to the Community Infrastructure Levy (CIL) Grant

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Contract, which included comments from the Parish Council's solicitor, was still awaited.

By contrast, discussions with SCC and the drafting of the design contract were going well. The Parish Council's solicitor had reviewed the document and there were only some relatively minor points, plus the need for final cost figures and details of VAT, to be resolved. The Clerk to seek advice from the advisor to the Surrey Association of Local Councils about VAT and to pass the information received to the Parish Council's solicitor for information. Cllr Morrow to chase-up SCC for the cost figures and final draft design contract.

SB

SM

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

b) The TDC CIL Grant Contract was not available for consideration (see 7a).

At this point, item 11 was brought forward and discussed. The order of items, as set out in the published agenda, has been maintained for ease of reference.

8. FINANCE

The Clerk had circulated a revised draft budget for 2023/24 prior to the meeting. This draft was amended following discussions that took account of the outcome of item 11 and a presentation by SCC, attended by Cllr Prew and the Clerk, which had set out details of additional financial support with respect to the Community Partnership Library in Warlingham (relating to the purchase of new titles, van service and the Summer Reading Challenge). Cllrs approved the final budget and precept for 2023/24. The Clerk to write to TDC advising them of the Parish Council's precept for the next financial year.

SB

9. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew advised that the Library Working Group had recently met to finalise arrangements for the 10th Anniversary Event. Cllr Prew expressed his gratitude to the Library Friends Group who were sponsoring this event. Cllrs Prew and Pursehouse to add any further publicity to the Council's website and Facebook page respectively. Cllrs approved expenditure of a maximum of £50 for a secure locker for use by the Library Volunteer Coordinator. The Clerk to procure.

KP

JP

SB

10. WARLINGHAM GREEN AND WARLINGHAM APPEARANCE

a) Cllr Pursehouse agreed to seek details from TDC about the proposed tree work around The Green and obtain the final opinion of the Tree Officer in respect of the PICUS Sonic Tomography test funded by the Parish Council. Cllr Pursehouse also agreed to prepare a related media piece on behalf of the Parish Council.

JP

JP

Cllrs noted that any remaining bunting around School Common was due to be removed shortly.

At this point, Cllr Patel left the meeting.

b) The Clerk confirmed that no requests for banners had been received since the last meeting.

The next item was brought forward and dealt with after item 7. The order of items, as set out in the published agenda, has been maintained for ease of reference.

11. STAFFING

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

All members of the public temporarily left the meeting while this item was considered by Cllrs. The meeting was also temporarily adjourned before continuing.

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Cllr Bloore provided a proposal with respect to the Clerk's remuneration for 2023/24 effective 1st April 2023 following the appraisal that had been approved at the last meeting (see sub-section 2 below).

Once item 11 had been completed, the meeting moved on to discuss item 8.

12. PLANNING

Cllr Morrow provided a verbal report of the Planning Committee meetings of 13th December 2022 and 10th January 2023.

13. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

Cllrs Morrow, Prew and Pursehouse agreed to assess the implications of the Local Government Boundary Commission review of Tandridge district and provide a draft response on behalf of the Parish Council prior to the Council's March meeting.

SM
KP
JP

The Clerk advised that it was the intention of NatWest Bank to start applying bank charges for certain services with effect from March 2023 - the Clerk to write to the NatWest Business Centre to complain and seek a reversal of this imposition.

SB

The Clerk raised the subject of mud accumulating alongside the bunds either side of High Lane. As Cllrs Adams and Pursehouse (and others) were due to meet with the owners of the Spaghetti Tree, to share the results of the recent tree survey, the opportunity would be taken to survey and review the situation along High Lane.

NA
JP

14. COMMUNICATIONS

a) Cllrs briefly reviewed last year's Council Tax mailing. Cllr Pursehouse offered to edit the content and Cllrs Prew and Bloore agreed to provide copy to enable a draft for 2023/24 to be circulated to all Cllrs prior to the February meeting. The Clerk to ascertain the print and delivery arrangements with TDC in the meantime.

JP
KP
RB
SB

b) Cllr Adams confirmed that the next CR6 magazine article for publication in February would relate to the play equipment at Hamsey Green Recreation Ground, the Local Government Boundary Commission review and an appeal for more 'snow angel' volunteers. The Clerk to provide a copy to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively.

SB
KP
JP

15. PAYMENTS

Cllrs noted and authorised the list of payments totalling £11,024.55 as shown in Appendix 1: Schedule of Payments below. The Clerk to dispense these payments.

SB

The Clerk to provide details of the cost of mobile VAS accessories for consideration and, if appropriate, approval by Cllrs at the next meeting.

16. NEXT MEETING

a) Cllrs noted that the next meeting was scheduled to take place on Wednesday 1st February 2023.

ALL

b) The Clerk to check the availability of the Village Hall as the venue for the next Annual Parish Assembly (provisionally either on 24th or 31st May 2023).

SB

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

Cllrs approved the Clerk's pay for the next financial year 2023/24 and also revised the Home Office Allowance effective 1 April 2023 (item 11 above refers).

NA
SB

The Clerk to liaise with Cllr Adams about starting the Clerk's pay-scale review to be completed before the end of March 2023.

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APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
2301*	Simon Bold	**	Clerk's salary for December 2022 including additional hours (re: The Green re-design project).
2302*	Tina Picanza	**	Library Volunteer Coordinator's salary for December 2022
2303*	Surrey Pension Fund	387.53	Employee and employer pension contributions for December 2022
2304*	HM Revenue & Customs	1,772.22	PAYE (Tax & NI) for Q3 2022/23
2305	Surrey County Council	6,319.20	Library staff recharge Q3 2022/23 (net of VAT £5,266)
2306	Simon Bold	25.86	Reimbursement of costs incurred during December 2022.
2307	Tina Picanza	26.24	Reimbursement for library costs incurred in December 2022.
2308	SLCC Enterprises Ltd	72.00	FiLCA registration (training) for the Clerk (£60 net of VAT)
2309	Quaife Woodlands	660.00	Tree inspection of Common Land (net of VAT £550).
	Total	£11,024.55	

**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.*