

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 1 FEBRUARY 2023

Councillors (Cllrs) present:

*Nathan Adams (Chairman), Robin Bloore, Perry Chotai,
Debbie Mayhew, Simon Morrow, Anna Patel, Keith Prew,
Jeremy Pursehouse, Ed Ralph and Cindy Steer.*

Attending:

three visitors

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

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllr Matthew Elmer was absent from the meeting.

2. CODE OF CONDUCT

The Clerk advised that Cllr Chotai had provided an updated Notification of Interests form since the last meeting. The Clerk to update the Register of Councillors' Interests and upload a copy to the Council's website.

SB

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

3. MINUTES

Cllrs approved the minutes of the 11th January 2023 meeting. The Clerk to add copies to the Council's notice board and website.

SB

4. MATTERS ARISING

Cllr Adams advised that the Clerk had successfully complained to NatWest bank and, as a result, the Council's current account would not incur any charges for the foreseeable future. Cllrs Adams added that the Clerk would continue to investigate the viability (in terms of compatibility with existing mandates and costs) of on-line banking alternatives. Cllrs Adams, Morrow, Ralph and Steer agreed to meet to discuss possible play and gym equipment for Warlingham to be funded in conjunction with Tandridge District Council (TDC) on a match-funding basis. The Clerk to circulate a summary of residents' comments, received up to the middle of the month, following the recent Facebook and CR6 articles on this topic.

SB
NA
SM
ER
CS

The Clerk advised that a meeting of Cllrs Adams, Pursehouse and Steer to visit the Common Land (including the owners of the Spaghetti Tree) had been postponed and would take place later in the month. The Clerk to arrange.

NA
JP
CS
SB

5. HIGHWAYS AND TRANSPORT

The Clerk had circulated a report on behalf of Surrey County Council (SCC) Cllr Becky Rush in respect of a number of highways topics. The Clerk to ask the County Cllr to include a Parish Council representative in a forthcoming site visit to Warlingham by SCC Highways Officers.

SB

The Clerk to write to SCC Highways, copied to County Cllr Rush, seeking urgent remedial work to the eastern corner of The Green where, due to regular temporary flooding, the road surface had become unstable, uneven and unsafe. The Clerk to include photographs and ask that the underlying issue of temporary flooding be addressed for reasons of safety and to save money in the longer-term.

SB

The County Cllr had also advised the Clerk that the consultation on a 20mph speed limit for Farleigh Road had been completed and that work to implement this had been agreed by SCC although no start date was available yet.

Cllrs agreed to fund, using Community Infrastructure Levy (CIL) funds, accessories for the mobile Vehicle Activated Sign to a maximum level of £120 (for one battery, two padlocks and delivery). The Clerk to procure.

SB

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- The Clerk to also write to SCC Highways seeking news on any proposals they have with respect to speed mitigation measures for Hillbury Road. SB
- All Cllrs to monitor and photograph examples of flooded roads in Warlingham and to send the details to the Clerk in order that a report can be prepared with a view to sending it to the SCC cabinet member for Highways and Community Resilience requesting remedial action. ALL
- 6. GREEN IMPROVEMENT SCHEME – PHASE ONE**
- Cllr Morrow had circulated a report on recent activity and, in particular, discussions with SCC.
- a) Cllrs discussed, at length, the latest version of the CIL Grant Agreement provided by TDC. Resolved - to accept this wording and that the Clerk ask TDC to provide a 'clean' copy in order that the Agreement can be signed and funding made available. SB
- b) Cllr Morrow advised that the quote from Atkins in respect of the design phase was still awaited. Cllrs agreed Cllr Morrow's proposal that if the Atkins quote was materially above the original estimate of costs that the Parish Council members of the Project Steering Committee meet with SCC to discuss options and agree a way forward. If, however, Atkins remained 'on budget' then there would be no need for the Project Steering Committee to meet.
- Cllr Morrow to chase-up SCC for sight of the Atkins costings and to revert to Cllrs accordingly. SM
- 7. WARLINGHAM COMMUNITY LIBRARY**
- Cllrs Prew advised that SCC had recently written to all of its Community Partnered Libraries to advise that the proposed £80,000 savings effective 1 April 2023 would no longer be required and that new book stock, the van service and materials for the Summer Reading Challenge would all continue to be funded, as before, by SCC. This was positive news and Cllrs agreed to consider the re-allocation of the related £5,000 provision at the Council's next meeting. ALL
- Cllr Prew also advised that the 10th Anniversary event had been well attended and a great success – he wished to thank both Fran Hall and the Library Friends Group for all their help. He added that the information on display about the proposed library refurbishment had been well received by a number of visitors.
- Cllr Prew provided a summary of the most recent Library Management Committee meeting and advised that the draft minutes along with Library performance statistics (showing increasing visitor numbers) would be circulated to all Cllrs. He and Cllr Morrow had raised a serious concern with SCC about any move to replace the current library Licence (covering out of hours activities) with a lease arrangement. KP
- At the suggestion of Cllr Adams, Cllrs agreed that the Clerk should write to Chelsham & Farleigh Parish Council seeking a financial contribution towards the running of the library as it serves both local communities. SB
- 8. WARLINGHAM GREEN AND WARLINGHAM APPEARANCE**
- a) Cllr Pursehouse advised that despite further contact with TDC, there was no news on the proposed tree work around The Green. He would chase-up, once more, for information and Cllr Bloore offered to take the matter up with David Ford, Chief Executive of TDC, should the need arise. Cllr Pursehouse agreed to draft a news article for use by the Parish Council once he had received information from TDC. JP
RB
- Cllrs Bloore, Morrow, Prew and Pursehouse (and the Clerk if available) to meet with Angus Bransby (Warlingham Events Committee) to look at possible ways of improving the ground surface. SM to arrange. RB
SM
KP
JP
- The Clerk to contact Southern Gas Networks (SGN) about the condition of the vent SB

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- on School Common. Cllr Steer to report to SCC a highways sign left behind following work at The Green. CS
- b) Cllrs agreed a banner request from the Warlingham Events Committee in respect of the King's coronation on the basis of sharing the three banner positions with the organisers of the May Queen (should the need arise). The Clerk to advise the Committee. SB
- 9. PLANNING**
Cllr Adams provided a verbal report of the Planning Committee meeting of 31st January 2023. The Clerk advised that the Covers Farm Quarry application remained 'under consideration' by Kent County Council.
- 10. APPOINTMENTS**
Cllrs appointed members to its committees, outside bodies and assigned other responsibilities in order to fill vacant positions (see Appendix 1: Committees, Working Groups, Responsibilities and Outside Bodies).
Cllrs were minded to wind-up the Trees Working Group due to inactivity and Cllrs asked the Clerk to write to its members to suggest that, should they wish to continue, that they set up as an independent community group. SB
- 11. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS**
Cllrs considered an application for funding from the Warlingham Events Committee (Coronation Working Group) and approved a donation of £2,000, to be funded from general reserves. The Clerk to send confirmation to the organisers (see also item 13 below). SB
Cllrs gratefully received an offer from Cllr Mayhew to fund a new Union Flag for The Green, Warlingham. The Clerk to procure a flag, on this basis, in time for the coronation. SB
Cllr Adams raised the subject of the premises licence application on display at the newly refurbished Smoque restaurant – Cllrs agreed to look at the details and provide their comments to the Clerk so that any concerns on behalf of Cllrs could be provided to TDC prior to the deadline of 23 February 2023. ALL
Cllr Steer requested that the Council consider funding a permanent commemoration of the coronation of the King. The Clerk to add this idea to the list of potential CIL projects scheduled for discussion in April. SB
- 12. COMMUNICATIONS**
a) Cllrs reviewed the draft Council Tax leaflet prepared by Cllrs Bloore and Pursehouse. Cllrs agreed the final copy, subject to a small number of changes to be actioned by Cllr Pursehouse, and expenditure of a maximum of £120 for printing and delivery. The Clerk to liaise with TDC in order that the leaflet can be incorporated in the TDC annual Council Tax mailing to Warlingham households. JP
SB
b) Cllrs suggested that the next CR6 magazine article, for publication in March, should relate to support of the King's coronation event, the popularity of the library with parents and children and confirmation that CIL funding for the Green Improvement Scheme (Phase One) had been finalised with TDC. Cllr Adams to draft the article and the Clerk to provide a copy to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. NA
SB
JP
PC
ME
Cllr Adams reported that the Council's website contractor had advised that it was necessary to upgrade the website in order to maintain its functionality and security. ER
The Clerk added that this would involve 'migration' of existing content at no charge

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and that the new website would have a more modern appearance. The Clerk to circulate an example of how the website will look before instructing the web contractor to migrate the content across. SB

13. PAYMENTS

- a) Cllrs noted and agreed the list of payments totalling £2,106.76 that had been circulated by the Clerk prior to the meeting.
- b) Cllrs agreed to transfer £25,000 of general funds from the Council's current account to the Council's Public Sector Deposit Fund (an investment fund managed by CCLA). The Clerk had advised that investment income had dramatically increased in recent months and that the Council would still have next day access to funds should the need arise.

As a result of items 11, 13a) and 13b) above, Cllrs authorised payments totalling £29,106.76 as shown in Appendix 2: Schedule of Payments below. The Clerk to dispense these payments. SB

The Clerk to investigate the cost of a key safe for Council use – all Cllrs to let the Clerk know of any keys in their possession relating to assets in Warlingham. ALL

Cllrs acknowledged that following correspondence between the Clerk and the Council's tree surveyor, a further visual inspection of the trees on the Common Land by the Clerk and Cllrs would take place in early summer to check for any changes that may have happened over the winter - the full extent of tree work would be decided at that point. SB

14. NEXT MEETING

- a) Cllrs noted that the next meeting was scheduled to take place on Wednesday 1st March 2023. ALL
- b) The Clerk confirmed that he had provisionally booked the Annual Parish Assembly at the Village Hall, Warlingham for Wednesday 31st May 2023. Cllr Adams to invite David Ford, Chief Executive of TDC and County Cllr Rush to speak. Invitations to attend to also be made to recent grant recipients. ALL
NA

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

None.

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APPENDIX 1:

COMMITTEES, WORKING GROUPS, RESPONSIBILITIES AND OUTSIDE BODIES

COMMITTEES & WORKING GROUPS (Council Appointees):
PLANNING COMMITTEE Matthew Elmer, Anna Patel and Debbie Mayhew <i>(reserves: Nathan Adams, Simon Morrow, Jeremy Pursehouse, Cindy Steer)</i>
REMEMBRANCE DAY WORKING GROUP Nathan Adams, Robin Bloore, Matthew Elmer and Jeremy Pursehouse.
TREES WORKING GROUP Nathan Adams, Anna Patel and Jeremy Pursehouse
WARLINGHAM GREEN IMPROVEMENT PROJECT STEERING COMMITTEE Simon Morrow (Chair), Robin Bloore, Anna Patel, Keith Prew, Jeremy Pursehouse and Cindy Steer.
WARLINGHAM COMMUNITY LIBRARY WORKING GROUP Keith Prew and Cindy Steer
WARLINGHAM LIBRARY MANAGEMENT COMMITTEE Keith Prew (Chair), Perry Chotai and Simon Morrow

RESPONSIBILITIES:
BIGGIN HILL AND GATWICK AIRPORTS LIAISON Nathan Adams
COMMON LAND Nathan Adams and Jeremy Pursehouse
PUBLIC ACCESS DEFIBRILLATOR (LIBRARY) Nathan Adams
PUBLICITY Nathan Adams (as Council Chairman)
SNOW CLEARING COORDINATOR <i>Ian Dale (volunteer)</i>
WARLINGHAM APPEARANCE Anna Patel and Cindy Steer
WAR MEMORIAL Robin Bloore
WEBSITE & FACEBOOK Keith Prew and Jeremy Pursehouse (respectively) in partnership with the Clerk.

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OUTSIDE BODIES (Council representatives):
BLANCHMAN'S FARM LOCAL NATURE RESERVE Ed Ralph
CHRISTMAS LIGHTS COMMITTEE Nathan Adams
SURREY ASSOCIATION OF LOCAL COUNCILS Nathan Adams (as Council Chairman) and Cindy Steer (as Council Vice-Chairman)
SURREY RAIL FORUM AND EAST SURREY TRANSPORT COMMITTEE Anna Patel
WARLINGHAM AND CHELSHAM RELIEF IN NEED Debbie Mayhew
WARLINGHAM CHURCH HALL MANAGEMENT COMMITTEE Cindy Steer
WARLINGHAM EVENTS COMMITTEE Robin Bloore
WARLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE Anna Patel

APPENDIX 2: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
2310	Mulberry and Co	24.95	Six National Association of Local Council Guides – training (£21.35 net of VAT)
2311	Simon Bold	**	Clerk's salary for January 2023
2312	Simon Bold	85.86	Reimbursement of costs incurred during January 2023 (incl. locker for library)
2313	Tina Picanza	**	Library Volunteer Coordinator's salary for January 2023
2314	Tina Picanza	7.29	Reimbursement for library costs incurred in January 2023.
2315	Surrey Pension Fund	387.53	Employee and employer pension contributions for January 2023
2316	Public Sector Deposit Fund	25,000	Deposit of funds into the Council's existing investment scheme (CCLA)
2317	Warlingham Events Committee	2,000	Contribution to the Coronation of the King event in Warlingham.
	Total	£29,106.76	

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