

## 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 1 MARCH 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 7:50pm and closed at 9:55pm*

*In attendance: Simon Bold, Clerk*

#### **1. APOLOGIES FOR ABSENCE**

Cllr Matthew Elmer had provided his apologies prior to the meeting.

#### **2. CODE OF CONDUCT**

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

In respect of item 15 (and Appendix 1), the payment listed in respect of Fusion 3 Technical Ltd replaces stopped cheque no. 2284 (approved at the Council meeting of 7 December 2022).

#### **3. MINUTES**

Cllrs approved the minutes, following one minor amendment, of the 1<sup>st</sup> February 2023 meeting. The Clerk to add copies to the Council's notice board and website.

SB

#### **4. MATTERS ARISING**

The Clerk had circulated a summary of all comments he had received from residents in respect of the play equipment provision at Hamsey Green Recreation Ground. Cllr Morrow to arrange a site meeting with Cllrs Adams, Ralph and Steer to ascertain what new equipment may be suitable to install in conjunction with Tandridge District Council (TDC). Cllr Morrow remarked that there was no substantive progress to report on the Green Improvement Project. He was still waiting for details of the W.S. Atkins quote in respect of the design phase.

SM  
NA  
ER  
CS

The Clerk confirmed that, with the help of Cllr Pursehouse, the Council Tax leaflet discussed at the last meeting had been completed and dispatched to the distributor.

#### **5. HIGHWAYS AND TRANSPORT**

Prior to the start of the meeting, Cllrs Adams and Steer had fed back information from County Cllr Becky Rush on a number of highways items. Cllrs wanted to know the cost of repairs to the kerbs and verges in the three locations showing most damage as identified in a survey conducted by the Parish Council last year – the Clerk to chase-up the County Cllr for this information.

SB

Cllrs discussed the poor condition of the grassed verge alongside 42-44 The Green and agreed that the Clerk should, in the first instance, ask the building contractor to 'make good' the verge and, if not remedied, to contact Surrey County Council (SCC) for follow-up action.

SB

The Clerk advised that the Parish Council had been copied into details sent to SCC of some missing sections of double yellow lines following recent resurfacing work (e.g., in Shelton Avenue).

The Clerk advised that SCC planned to discuss the traffic speed survey of Hillbury Road at a future meeting of the Tandridge Road Safety Working Group. No other details had been provided.

The Clerk to chase up SCC Highways Officers for news on solving the flooding at the eastern corner of The Green and their views on installing a post on Sunnybank suitable for the mobile Vehicle Activated Sign.

SB

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### 6. WARLINGHAM GREEN AND WARLINGHAM APPEARANCE

- a) Cllr Pursehouse advised that he had organised a site meeting at The Green for later in the week with representatives of TDC and members of the Warlingham Events Committee to discuss the proposed tree work around The Green. Cllrs Adams and Bloore to also attend. Cllr Pursehouse to report back to Cllrs and to also write a press release in conjunction with TDC to outline the purpose and scope of work. Cllrs agreed that the Clerk should obtain a quotation for hanging baskets around The Green for another year. Cllrs briefly raised the subject of hiring a contractor to act as a ‘handyman’ to tackle ad-hoc tasks around the Parish. Cllrs to advise the Clerk of tasks that may be appropriate so that he can draw up a list prior to further consideration by Cllrs.
- b) The Clerk confirmed that no banner requests had been received since the last meeting (see also item 13a below).

JP  
NA  
RB  
  
SB  
ALL  
SB

### 7. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided a brief verbal report of the last Library Working Group meeting. He also advised that some garden furniture had been jointly funded by the Surrey Community Partnership Fund and Friends of Warlingham Library. He added that the annual ‘thank you’ event for library volunteers would probably take place in the Autumn.

### 8. PLANNING

- a) Cllr Patel provided a verbal report of the Planning Committee meeting of 21<sup>st</sup> February 2023.
- b) Cllr Bloore to circulate a revised draft Neighbourhood Plan questionnaire and Cllrs to provide their comments within a week so that a final version can be produced. Cllr Adams to share this with local Parish and Village Council Chairmen and the Clerk to circulate to all other Parishes across Tandridge. Cllr Bloore to continue his discussions with TDC about a further meeting between Parish Cllrs, the newly appointed Neighbourhood Plan Officer at TDC and the consultant that had previously provided support and advice.

ALL  
NA  
SB  
RB

### 9. COMMON LAND

The Clerk provided brief details of a survey he and Cllr Adams had conducted of several paths. Cllrs felt that any proposed tree work near the main road should be raised by the Clerk with SCC Highways to check whether traffic management would be necessary. Cllrs acknowledged that as the work was not urgent, any of this tree work could be delayed to coincide with other work.

The Clerk to obtain quotes for repair of two sections of path and to present these to Cllrs at a future meeting.

The Clerk advised that the Deed of Easement (for pedestrian and vehicular access) for one of the properties on the Common Land was nearing completion.

SB  
  
SB

### 10. FINANCE

Cllrs discussed and agreed final budget lines and earmarked reserves for 2023/24. The Clerk to circulate the details to Cllrs.

The Clerk advised that he would also provide a financial statement to 28 February 2023 once the bank statements covering the month-end had been received.

SB

### 11. APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

Cllr Adams proposed that a non-Council member be appointed to the Council’s Planning Committee (as set out in the Committee’s Terms of Reference). Cllrs agreed the appointment of local resident Lauren Gates and the Clerk to coordinate training arrangements (see also item 15).

SB

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- In respect of the Trees Working Group, Cllr Adams and the Clerk to consult with its members about setting up a community group independent from the Council and to provide an update to Cllrs at a future meeting. NA  
SB
- 12. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS**
- Cllrs reviewed and agreed the response letter prepared by Cllrs Morrow, Prew and Pursehouse in respect of the Local Government Boundary Review consultation. The Clerk to submit on behalf of the Council. SB
- Cllrs discussed the latest information from TDC, circulated by the Clerk, in respect of the Premises Licence applications for both Smoque (restaurant) and John Fisher Sports and Social Club – Cllrs had no further comments based on the proposed conditions applicable to each.
- Cllrs acknowledged the invitation that had been circulated in respect of the Royal Fusiliers event at All Saints' Church on the 20<sup>th</sup> April. Several Cllrs expressed a wish to attend. ALL
- The Clerk reminded Cllrs of the availability of webinars relating to the Surrey Hills Area of Outstanding Natural Beauty boundary review. ALL
- 13. MEETINGS**
- a) Cllrs discussed the content of the next Annual Parish Assembly scheduled to take place at the Village Hall on 31<sup>st</sup> May 2023. Cllr Bloore to attempt to secure the attendance of David Ford, Chief Executive of TDC, or his deputy. Cllrs Adams and Ralph to prepare a presentation summarising the work of the Council. RB  
NA  
ER
- Cllrs agreed expenditure as follows: a maximum of £120 for refreshments, £200 for three banners and £100 for the hire of audio equipment (from the refreshments and hall hire budgets). The Clerk to procure these items nearer the time. SB
- b) Cllrs noted that the next meeting was scheduled to take place on Wednesday 5<sup>th</sup> April 2023. ALL
- 14. COMMUNICATIONS**
- Cllrs discussed the Council's next CR6 magazine article, for publication in April, and suggested that it contain an update on the Green Improvement Scheme. Cllr Morrow to provide copy text for the Council's magazine article and website. Cllr Adams to finalise 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 before the 1<sup>st</sup> April. SM  
NA  
SB  
KP  
JP
- 15. PAYMENTS**
- Cllrs noted and authorised the list of payments totalling £10,690.53 as shown in Appendix 1: Schedule of Payments below. The Clerk to dispense these payments. SB
- Cllrs agreed to expenditure (of approximately £40) in respect of planning training for the new member to the Planning Committee and expenditure of a maximum of £125 to enable the Clerk to procure a key-safe - Cllrs were reminded to let the Clerk know of all keys in their possession relating to assets within Warlingham. SB  
ALL
- 16. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:**
- None.

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**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2318	Elecwork Contractors Ltd	1,624.74	Installation of LED lighting at War Memorial, The Green (net of VAT £1,353.95)
2319	Simon Bold	**	Clerk's salary for February 2023
2320	Simon Bold	246.93	Reimbursement of costs incurred during February 2023 (includes flag pole Union Flag and Council Tax leaflet charges)
2321	Tina Picanza	**	Library Volunteer Coordinator's salary for February 2023
2322	Tina Picanza	9.16	Reimbursement for library costs incurred in February 2023.
2323	Surrey Pension Fund	387.53	Employee and employer pension contributions for February 2023
2324	Fusion 3 Technical Ltd	225.00	Replacing stopped cheque no: 2284 (PA system for Remembrance Sunday ceremony).
2325	Society of Local Council Clerks	148.00	Membership subscription 2023/24
2326	Surrey County Council	6,319.20	Library staff recharge Q4 2022/23 (net of VAT £5,266).
DD*	SSE (Southern Electric)	64.79	Power to the Green November 2022 to January 2023 inclusive (£61.71 net of VAT)
DD*	Integrating Solutions Limited (ISL)	50.18	Library photocopier provision December 2022 to January 2023 (£41.82 net of VAT)
	<b>Total</b>	<b>£10,690.53</b>	

*\*Payment made by Direct Debit*

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