

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 5 APRIL 2023

Councillors (Cllrs) present:

Nathan Adams (Chairman), Robin Bloore, Debbie Mayhew,
Simon Morrow, Keith Prew and Jeremy Pursehouse,

Attending:

one visitor (part)

Meeting opened at 7:50pm and closed at 9:45pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Perry Chotai, Matthew Elmer, Anna Patel, Ed Ralph and Cindy Steer had provided their 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.

3. MINUTES

Cllrs approved the minutes of the 1st March 2023 meeting. The Clerk to add copies to the Council's notice board and website.

SB

4. MATTERS ARISING

Cllr Bloore advised that Tandridge District Council (TDC) had agreed to fund a Neighbourhood Plan meeting between the Parish Council and an external consultant. Cllrs agreed with his suggestion that this meeting should take place after the Parish Assembly. The Clerk to obtain some provisional meeting dates in June 2023 from the external consultant for circulation to Cllrs.

SB

Cllr Adams advised that he and the Clerk had met with a local person who was willing to take the Council's Trees Working Group forward as a community-led group. Cllr Adams to monitor and report back at a future meeting.

NA

Cllr Adams also advised that he had commenced work on the Clerk's pay-scale review after contacting the Surrey Association of Local Councils. He would report back to Cllrs in due course.

NA

The Clerk to formally invite David Ford and Taryn Pearson-Rose, CEO and Deputy CEO of TDC respectively, to attend the Annual Parish Assembly following an indication of their availability obtained by Cllr Bloore. Cllr Adams had also invited Lisa Townsend, Surrey Police & Crime Commissioner to attend.

SB

5. HIGHWAYS AND TRANSPORT

Cllrs discussed the ongoing flooding and road surface deterioration at the eastern corner of The Green. Surrey County Council (SCC) Highways had advised the Clerk that work to unblock the gully had been programmed (though no date was provided) and Cllrs agreed to monitor the results. If the situation did not improve, it was the intention of the Parish Council to lobby to have the location assessed as a 'highways wetspot' so that a permanent solution can be established and actioned by SCC.

ALL

The Clerk had advised Cllrs that estimated costs from SCC to repair kerbs and verges in Warlingham were further delayed and not expected until late April at the earliest. Cllrs Bloore and Pursehouse agreed to photograph the three locations in most need of remedial work (according to the survey conducted by the Parish Council last summer) and send these images to the Clerk for forwarding to the County Cllr with a request to price these sites as a priority.

RB

JP

SB

The Clerk to ask SCC to contact those responsible for the vehicle damage to the verge

SB

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alongside 42-44 The Green and seek re-instatement of the grass.

6. FINANCE

- a) Cllrs acknowledged receipt of the 2022/23 year-end Financial Statement (unaudited) and Cllr Bloore reconciled the Statement against the Council's latest bank and investment statements.
- b) Cllrs agreed the Council's Asset Register as at 31 March 2023 which had been circulated by the Clerk prior to the meeting.
- c) Cllrs discussed and agreed the levels of earmarked reserves for the start of the new financial year. Cllrs felt that it would be appropriate to consider any permanent commemoration of the King's Coronation later on in the year
- d) Cllrs discussed match-funding opportunities following a site visit by Cllrs Morrow and Steer to the play area at Hamsey Green Recreation Ground. Cllrs supported a proposal for a new slide with climbing frame and to make a financial contribution of £7,500 on a match-funding basis with TDC. Cllrs Adams, Morrow, Ralph and Steer to meet to identify a preferred piece of equipment from TDC's usual suppliers and to provide a proposal for consideration by the Council at the next meeting.

NA
SM

7. COMMUNITY INFRASTRUCTURE LEVY

- a) Cllrs reviewed and agreed the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2022/23 which the Clerk had circulated prior to the meeting. The Clerk to send the completed form to TDC.
The Clerk advised that an additional £8,800 (approx.) of CIL receipts was expected by early May (following details provided by TDC).
- b) Cllrs reviewed and updated the list of potential CIL funded projects that had been circulated prior to the meeting. This included new provision of £3,000 for play equipment (see item 6d above) and a CIL provision of £23,000 for kerbs and verge repairs. Cllrs felt that the latter, when added to the SCC match-fund earmarked reserve of £3,000, could be used to jointly fund, with SCC, two or three kerbs and/or verge repairs in Warlingham subject to pricings by SCC (item 5 refers).
Cllrs Adams and Pursehouse to prepare a proposal in respect of emergency equipment, its acquisition and storage for consideration at a future meeting.
The Clerk advised that TDC had issued a notice to Parish Councils advising that a new round of CIL funding had opened for bids and that Councils could apply by initially submitting an Expression of Interest on or before 12th May. Cllrs did not expect to make an application on this occasion.

SB

NA
JP

8. GREEN IMPROVEMENT

Cllr Morrow explained that as a result of the Atkins quote being materially above the original estimate of costs, Parish Council members of the Project Steering Committee had met with SCC to discuss both the Atkins quote and an alternative offer from SCC. A note of this meeting, which included details of these options and a summary of next steps, was discussed by Cllrs who accepted the Steering Group's proposal to appoint the SCC In-House Team to progress the design phase of Phase 1.

Cllrs Morrow and Prew, along with the Clerk, to review an amended contract for the design phase, once received, from SCC in the hope that a final copy would be available for approval at the Council's next meeting.

SM
KP
SB

The Clerk to advise TDC of the current situation and proposed next steps.

9. WARLINGHAM GREEN AND WARLINGHAM APPEARANCE

- a) Cllrs discussed the outcome of a meeting between Cllrs and members of Warlingham Events about making improvements to the ground surface of the open

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- areas of The Green. Cllrs agreed to a proposal to engage the services of a contractor to undertake pneumatic aeration of the soil. The Clerk to liaise with TDC (owners of The Green) and advise that the estimated cost of the work (£2,900 + VAT) could be funded by the Parish Council from its Open Spaces earmarked reserve. SB
- The Clerk to write to TDC asking that the wooden slats, that form the seat on the stone bench at The Green, be repaired in time for the Kings Coronation weekend (copied to District Cllrs). SB
- Cllr Bloore updated Cllrs on the status of the Christmas Lights following the recent pollarding of the Lime trees around The Green. He confirmed that it would be a couple of months before a full assessment of damage and the cost of replacement could be ascertained. RB
- b) The Clerk advised that there were no banner requests on this occasion.
- 10. PLANNING**
- Cllr Adams provided a brief verbal report of the Planning Committee meeting of 21st March.
- The Planning Committee meeting of 4th April had not been able to proceed due to a Cllr's absence (sickness) at the last moment. The Clerk to circulate an email to all Committee members, including reserve members, requesting that they attend a rescheduled meeting on the 11th April. Cllr Morrow confirmed his availability immediately. SB
- 11. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS**
- Cllr Adams advised that he had been monitoring news in relation to London Biggin Hill Airport. He intended to keep Cllrs advised of any specific issues of relevance to Warlingham. NA
- Cllrs discussed the consultation in respect of the Surrey Hills Area of Outstanding Natural Beauty extension and Cllr Prew agreed to prepare a draft response for consideration at the Parish Council's June meeting (consultation ends 13 June 2023). KP
- Cllrs Adams advised that he would attend a site visit, along with representatives of Chelsham & Farleigh Parish Council, to find out more about the works currently taking place at Worms Heath. Cllrs were aware of several complaints from residents about periods when there is mud on adjacent roads. NA
- 12. COMMUNICATIONS**
- Cllr Adams to prepare the next CR6 magazine article for publication in May on the subjects of the successful tree pollarding and the proposal to improve ground conditions at The Green. NA
SB
- The Clerk to provide a copy to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively before the 1st May. KP
JP
- 13. PAYMENTS**
- Cllrs noted and authorised the list of payments totalling £5,550.92 as shown in Appendix 1: Schedule of Payments below. The Clerk to dispense these payments. SB
- Cllrs agreed expenditure of £40 (from the library marketing budget) for the purchase of copies of the Parish News, for inclusion in the Welcome Packs distributed from the library, to the end of the calendar year. Cllrs also agreed expenditure of £2,615 (ex-VAT) in respect of the annual hanging basket display around The Green and watering of the planters outside the Tesco store from June to September. The Clerk to instruct the contractor. SB

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The Clerk advised that the cost of power to The Green would increase, despite the current fixed price contract, due to a change in the way that the Government collects non-community revenue. The Clerk also reminded Cllrs of the change to the Clerk’s rate of pay and indicated the levels of employer and employee pension contributions rates (following an Actuarial Valuation of the Surrey Pension Fund Scheme) effective from 1st April 2023.

14. MEETINGS

Cllrs noted that the next meeting was scheduled to take place on Wednesday 10th May 2023. ALL

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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2327	Warlingham Christmas Lights Committee	1,000.00	Grant Award (2022/23)
2328	Surrey County Playing Fields Association	10.00	Annual affiliation fee (2022/23)
DD*	SSE (Southern Electric)	205.10	Power to The Green Q4 2022/23 (£195.33 net of VAT)
2329	Simon Bold	**	Clerk’s salary for March 2023
2330	Simon Bold	53.31	Reimbursement of costs incurred during March 2023
2331	Tina Picanza	**	Library Volunteer Coordinator’s salary for March 2023
2332	Tina Picanza	11.07	Reimbursement for library costs incurred in March 2023.
2333	Surrey Pension Fund	387.53	Employee and employer pension contributions for March 2023
2334	Surrey ALC Limited	2,257.78	Subscription including the National Association of Local Councils for 2023/24
2335	London Green Belt Council	25.00	Annual subscription 2023
	Total	£5,550.92	

*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.