

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 ANNUAL MEETING OF WARLINGHAM PARISH COUNCIL HELD ON 10 MAY 2023

Councillors (Cllrs) present:

Jeremy Pursehouse (Chairman of the meeting),
Robin Bloore, Matthew Elmer, Simon Morrow,
Keith Prew and Ed Ralph.

Attending:

two visitors
County Cllr Becky Rush (part)

Meeting opened at 7:45pm and closed at 9:40pm

In attendance: Simon Bold, Clerk

1. TO ELECT THE CHAIRMAN OF THE COUNCIL

In the absence of the current Chairman and Vice-Chairman and in accordance with Standing Orders, a Cllr, in this case Cllr Pursehouse, was chosen to preside at the meeting. Prior to the meeting Cllr Nathan Adams had let it be known that he wished to continue as Chairman of the Council. Cllr Pursehouse nominated Cllr Adams as Chairman which Cllr Morrow seconded. Cllrs elected Cllr Adams to be Council Chairman and the Clerk to obtain a completed Declaration of Acceptance of Office from him prior to the next meeting.

SB
NA

Cllr Pursehouse continued as Chairman of the meeting.

2. TO ELECT A VICE-CHAIRMAN OF THE COUNCIL

Cllr Morrow was nominated as Vice-Chairman by Cllr Elmer which Cllr Ralph seconded. Cllrs elected Cllr Morrow to be Vice-Chairman and the Clerk to obtain a completed Declaration of Acceptance of Office from him prior to the next meeting.

SB
SM

The Clerk to confirm the roles taken by Cllrs Adams and Morrow to Tandridge District Council (TDC), the Surrey Association of Local Councils and the external auditor, to ensure the accuracy of their records.

3. APOLOGIES FOR ABSENCE

Cllrs Adams, Perry Chotai, Debbie Mayhew, Anna Patel and Cindy Steer had provided their apologies prior to the meeting.

4. CODE OF CONDUCT

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

5. MINUTES

Cllrs approved the minutes of the 5th April 2023 meeting. The Clerk to add copies to the Council's notice board and website.

SB

6. MATTERS ARISING

The Clerk advised Cllrs of available dates to meet with the Neighbourhood Plan consultant. Cllrs selected the 19th June 2023 and the Clerk to find a suitable venue and confirm this provisional date to all Cllrs after the meeting.

SB

The Clerk advised that the details of the contractor chosen by the Council to improve ground conditions at The Green had been passed to TDC so that they could commission the work (to be re-imbursed by the Parish Council).

The Clerk to ensure that articles written for the CR6 magazine are passed to Cllrs Prew and Pursehouse in a timely fashion for posting to the Council's website and Facebook pages.

SB

Cllrs acknowledged that the wooden slats on the stone bench had been repaired to a high standard by TDC prior to the King's coronation weekend.

The meeting was temporarily adjourned at this point at the request of the Chairman.

7. HIGHWAYS AND TRANSPORT

Cllr Pursehouse confirmed that he and Cllr Bloore had updated the survey of damaged

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kerbs and verges in Warlingham. A copy was provided to the Clerk for circulation to all Cllrs prior to its review at the next Council meeting. SB

Cllrs Bloore and Pursehouse to draft a letter on behalf of the Council to be sent to the Chief Executive and Leader of Surrey County Council (SCC), copied to the Chief Executive of TDC, to express the Council's disappointment and frustration at the lack of progress and the dramatically increased estimate of costs in respect of kerb and verge repairs. Cllrs also wanted to emphasise the benefit to SCC of working in partnership with the Parish Council both in terms of survey information and a willingness to provide match-funding. The letter to be circulated to Cllrs for review before sending. RB
JP

The Clerk to send the County Cllr copies of correspondence from SCC relating to the Vehicle Activated Sign on Hillbury Road to enable her to seek substantive proposals with respect to speed management. The Clerk to seek clarification from the County Cllr about the suitability, in the view of SCC Highways, of a (mobile) VAS on Sunnybank. SB

8. AUDIT

Cllrs acknowledged receipt of the audit papers in respect of the Annual Governance and Accountability Return (AGAR) 2022/23 circulated by the Clerk, acting as the Responsible Finance Officer, prior to the meeting.

- a) Cllrs noted the contents of the Annual Internal Audit Report for 2022/23 and agreed that no follow-up actions were required.
- b) Cllrs considered the Annual Governance Statement for 2022/23 (AGAR Form 3, Section 1) which they then approved and which Cllr Pursehouse, as Chairman of the meeting, signed.
- c) Cllrs considered the Accounting Statements for 2022/23 (AGAR Form 3, Section 2) which they then approved and which Cllr Pursehouse signed.

The Clerk to display the Notice of Public Rights prior to 12th June and to send off the completed audit papers to the external auditor before 3 July 2023. SB

9. GREEN IMPROVEMENT SCHEME

- a) Cllr Morrow reported that a second draft of the Grant Agreement from Surrey County Council, in respect of the Design Phase of the Scheme, had only recently been received. Cllrs Morrow, Prew and the Clerk to review and provide their comments back to SCC in the hope that a final draft would be available for consideration by the full Council at the meeting in June. SM
KP
SB

It was noted that Cllr Morrow had asked the County Cllr to ensure that she and SCC officers, who may wish to fund the refurbishment of a pavement on one side of The Green, liaise with Nick Healey of SCC (Highway Scheme Design Manager).

- b) No final draft Grant Agreement between the Parish Council and SCC was available for consideration (*see item 9a above*).

10. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided a brief verbal summary of the latest Warlingham Library Management Committee meeting. The Clerk to circulate the minutes to all Cllrs. SB

Cllr Prew advised that a new Library Licence was still awaited from SCC with the delay centred around new leasing arrangements between TDC and SCC. The lack of progress was also causing a delay with respect to library refurbishment proposals. It was agreed that Cllr Prew should contact Taryn Pearson-Rose, Deputy CEO of TDC to seek an urgent resolution of discussions between SCC and TDC so that work on further enhancements to the library can continue in earnest. KP

Cllr Prew also advised that he was confident that the property management team at Surrey libraries would take on the refurbishment of Warlingham Community Partnership Library in due course – to this end, Cllr Prew would continue to work up proposals and related KP

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costs.

Cllr Prew reminded Cllrs that the library's performance continued to be amongst the best when compared to other Community Partnership Libraries and in particular the children's section - he thanked the library staff and volunteers for all their hard work.

11. INSURANCE

The Clerk had circulated details of the Council's proposed insurance cover with effect from 1st June 2023 and related costs. Cllrs approved this expenditure (see also item 17).
The Clerk to arrange renewal.

SB

12. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

Cllrs reviewed a number of banner requests (for display at The Green) and amended procedures with immediate effect so that applicants are required to demonstrate how funds generated from event(s) support the local community. The Clerk to respond to each applicant as appropriate.

SB

13. DELEGATION & COMMITTEES

a) Cllrs approved the Terms of Reference in respect of the Council's Committees and also the Scheme of Delegation, all of which had been circulated by the Clerk prior to the meeting. The Clerk to re-issue each document and upload a copy to the Council's website.

SB

b) Cllrs appointed members to its committees and, where applicable, a Chairman too (*see Appendix 2 – Committees, Working Groups & Outside Bodies*).

c) Cllr Morrow provided a verbal report of the Planning Committee meetings of 11th and 25th of April 2023.

14. APPOINTMENTS AND OTHER RESPONSIBILITIES

The Council agreed to formerly dissolve the Trees Working Group in light of the possible emergence of a community-based group with a similar set of goals.

The Clerk to invite Ian Dale, the current Snow Clearing Coordinator, to continue in the role. Cllrs took the opportunity to express their appreciation for his support.

SB

Cllrs agreed all other appointments and the allocation of other responsibilities (*see Appendix 2*)

15. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

a) There were no items of correspondence and/or consultations raised on this occasion.

b) Cllrs discussed preparations for the Annual Parish Assembly on 31st May 2023. The Clerk to send invitations to recent grant recipients and to offer each the opportunity to have a display table. The Clerk to also issue the meeting notice on the Council's notice board and display banners around The Green and send a request to all Cllrs to be at the Village Hall from 6:30pm.

SB

Cllr Prew agreed to transport tables and display boards from the library to Warlingham Fair on behalf of the Council and library. He also agreed to provide a gazebo for use by the Parish Council. The Clerk to compile and print display material and circulate a rota to Cllrs nearer the time. Cllrs agreed expenditure of a maximum of £200 (from the Fair budget) for two pull-up banners for use by the Council and £100 for a pull-up banner for the library (from the library marketing budget). Cllr Pursehouse agreed to prepare the artwork and the Clerk, in conjunction with Cllr Prew, to procure prior to the Fair.

KP

SB

KP

JP

SB

16. COMMUNICATIONS

The Clerk to prepare the next CR6 magazine article, with Cllr Adams, for publication in June on the outcomes of this annual meeting and to invite residents to come and meet Cllrs at the Parish Assembly and the Fair.

NA

SB

The Clerk to provide a copy of the article before the 1st June to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page.

KP

JP

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17. PAYMENTS

Cllrs noted and authorised the list of payments provided by the Clerk. The cost of insurance (ref cheque numbers 2347 and 2348) was subsequently revised downwards (after the meeting) to £1,142.03 following the resolution of queries raised by the Clerk with the insurer. The full and final list is shown in Appendix 1: Schedule of Payments below. The Clerk to dispense these payments.

Cllr Morrow reported that he had met with Cllrs Adams, Ralph and Steer to identify and prioritise suitable replacement play equipment for Hamsey Green Recreation Ground. However, the prices subsequently provided by suppliers were above the agreed budget and so a further meeting will be necessary to draw up a proposal, on a match-funded basis with TDC, for consideration by the Council at a future meeting.

SB
SM

18. NEXT MEETING

Cllrs noted that the next meeting was scheduled to take place on Wednesday 7th June 2023.

ALL

19. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960. None.

APPENDIX 1: SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
2336*	HM Revenue & Customs	1,397.23	PAYE (Tax & NI) for Q4 2022/23
2337	Warlingham PCC Magazine A/C	40.00	Copies of the Parish News (April to December 2023) for Welcome Packs
2338	Mulberry & Co	60.00	'Introduction to Planning' training for non-Councillor Planning Committee member
2339	Simon Bold	**	Clerk's salary for April 2023
2340	Simon Bold	41.91	Reimbursement of costs incurred during April.
2341	Tina Picanza	**	Library Volunteer Coordinator's salary for April
2342	Tina Picanza	42.17	Reimbursement for library costs in April 2023.
2343	Surrey Pension Fund	385.67	Employee and employer pension contributions for April 2023
2344	Peter Frost	148.85	Internal audit 2022/23 and travel costs
2345	CJS Plants Ltd	3,138.00	Supply and maintenance of annual hanging baskets and watering of planters in summer (net of VAT £2,615).
2346	Warlingham Fair	60.00	Parish Council and Library pitches for the Fair.

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DD	Integrating Solutions Limited (ISL)	30.07	Library photocopier provision February to April 2023 inclusive (£25.06 net of VAT)
2347	-SPOILED-	N/A	Cancelled and replaced by chq no. 2348
2348	Zurich Municipal	1,142.03	Annual Insurance Policy 2023/24 premium (<i>see cheque no. 2347</i>)
	Total	£8,123.08	

* 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.

APPENDIX 2: COMMITTEES, WORKING GROUPS & OUTSIDE BODIES

COMMITTEES & WORKING GROUPS (Council Appointees):
PLANNING COMMITTEE : Matthew Elmer, Anna Patel, Debbie Mayhew and Lauren Gates (non-Council member) (<i>reserves</i> : Nathan Adams, Simon Morrow, Jeremy Pursehouse, Cindy Steer)
REMEMBRANCE DAY WORKING GROUP : Nathan Adams, Perry Chotai 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 Simon Morrow (as Council Vice-Chairman)

SURREY RAIL FORUM AND EAST SURREY TRANSPORT COMMITTEE :

Matthew Elmer

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