

## 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 7 JUNE 2023

#### **Councillors (Cllrs) present:**

*Simon Morrow (acting Chairman of the meeting),  
Robin Bloore, Perry Chotai, Debbie Mayhew, Anna Patel,  
Keith Prew and Jeremy Pursehouse.*

#### **Attending:**

*three visitors*

*Meeting opened at 7:45pm and closed at 9:20pm*

*In attendance: Simon Bold, Clerk*

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

Cllrs Nathan Adams, Matthew Elmer, 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 10<sup>th</sup> May 2023 meeting. The Clerk to add copies to the Council's notice board and website. SB

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

Cllr Bloore advised that the proposed Neighbourhood Plan briefing meeting on the 19<sup>th</sup> June was not a convenient date for a number of Cllrs. The Clerk to circulate alternative dates for mid to late July (based on the availability of the consultant). SB

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

Cllrs reviewed the survey of damaged kerbs and verges in Warlingham prepared by Cllrs Bloore and Pursehouse and agreed the prioritisation (and details) as proposed by Cllr Morrow. Cllr Pursehouse to provide a final copy to the Clerk for circulation to Cllrs. JP

Cllrs also discussed and agreed a letter to be sent to the Chief Executive and Leader of Surrey County Council (SCC) on the subject of kerb and verge repairs and seeking urgent remedial works in three locations – the Clerk to include the revised survey produced by Cllr Pursehouse. SB

The Clerk to write to SCC, copied to County Cllr Becky Rush, asking that i) the mobile Vehicle Activated Sign (VAS) be temporarily deployed, if possible, at Hillbury Road (in the absence of other measures to reduce any speeding traffic) and ii) to ask for the cost and suitable location(s) for a post along Sunnybank on which to install the Mobile VAS. SB

The Clerk to advise the County Cllr that there are some missing sections along the recently painted double yellow lines on Shelton Avenue. SB

#### **6. GREEN IMPROVEMENT SCHEME**

a) Cllr Morrow advised that he, Cllr Prew and the Clerk had met in the previous month and made some changes to the draft Grant Agreement (Design Phase) provided by SCC. He was pleased to report that SCC had subsequently incorporated all of the suggested alterations in their final draft.

b) As a result of 6a) above, Cllr Morrow had circulated, prior to the meeting, the draft Agreement along with a proposal to accept the document and setting out the next steps. Cllrs approved the Grant Agreement (Design Phase) and agreed that the document be signed by Council representatives in order to be sealed by SCC. The Clerk to arrange. SB

Cllr Morrow to arrange the Project Initiation meeting and to consider a publicity photograph of all stakeholders in order to record this significant step in the history SM

## 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

- of the project.  
The Clerk to send a copy of the Grant Agreement and revised Funding Schedule to Tandridge District Council (TDC), and to ask the Council's solicitor for an invoice for their work to date. SB
- 7. WARLINGHAM APPEARANCE & AMENITY INCLUDING WARLINGHAM GREEN**
- a) Cllr Pursehouse offered to speak to TDC about the need to promptly progress the ground aeration work at The Green and to report back at a future meeting. JP  
Cllrs agreed the banner request from John Fisher Sports Club in respect of the Sausage & Cider event scheduled for 8<sup>th</sup> July. The Clerk to confirm this decision to the applicant. Cllrs wished to delay any banner decisions in respect of firework events (scheduled for later in the year) until sight of further information – the Clerk to chase up the respective applicants. SB  
Cllr Pursehouse agreed to join the Clerk on a site visit to the Common Land later in the month to review the condition of the Council's trees. The Clerk to organise. SB
- b) Cllr Morrow had circulated a proposal in respect of the provision of new play equipment for Hamsey Green Recreation Ground. Cllrs agreed the choice of equipment and to increase the contribution from Community Infrastructure Levy reserves by £2,000 to make a total match-funding contribution of £9,500. The Clerk to send TDC the play equipment details and ask for their agreement to match-fund and install. SB
- 8. PLANNING**
- a) The Clerk advised that the Planning Committee meeting of the 6<sup>th</sup> June had been abandoned shortly before its scheduled start due to an insufficient number of Cllrs. Cllrs Mayhew and Patel confirmed their availability to attend a re-scheduled meeting on the 14<sup>th</sup> June. The Clerk to check the availability of other Planning Committee members and 'reserve' members before confirming the meeting and re-issuing an updated agenda and list of applications. DM  
AP  
SB
- b) Cllrs briefly discussed the latest consultation by Kent County Council (KCC) in respect of the Covers Quarry Restoration planning application and decided not to add anything to previously submitted comments. The Clerk to confirm this to KCC. SB
- 9. POLICIES**
- Cllrs approved the Financial Regulations which had been prepared and circulated by the Clerk prior to the meeting. The Clerk to issue and upload a copy to the Council's website. SB
- 10. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS**
- a) Cllr Prew had circulated a draft response, on behalf of the Parish Council, in respect of the consultation to extend the Area of Outstanding Natural Beauty. Cllrs agreed that the proposed extension should include parts of Warlingham and Chelsham & Farleigh. Cllr Prew to submit the Council's comments, via the consultation website, prior to 13<sup>th</sup> June 2023. KP  
Cllrs Bloore, Morrow and Pursehouse to draft a response to the Tandridge Electoral Review proposals prior to the Council's July meeting. RB  
SM  
JP  
Cllrs briefly reviewed the Annual Parish Assembly of 31<sup>st</sup> May 2023 and thanked the Clerk for his efficient organisation and Ed Ralph for the provision of audio-visual facilities. The Clerk to send a message to David Ford, Chief Executive of TDC to thank him and Taryn Pearson-Rose for attending the meeting. The Clerk to ask for their feedback on the points raised by the public and to ascertain which Local Authority has responsibility for keeping the access roadway to the Shoppers SB

## 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

- Car Park clear of parked vehicles and also confirmation of when the ticket machine will be repaired (it had been vandalised in mid-February).
- The Clerk to organise a suitable date for a presentation to Cllrs by representatives of a potential care home development on Kingswood Lane (boundary with the London Borough of Croydon). SB
- b) In respect of Warlingham Fair, Cllr Pursehouse confirmed that he would provide all the artwork for three pull-up banners, including one for the library, to the Clerk in the next couple of days. The Clerk to procure in time for the Fair (17<sup>th</sup> June). JP SB
- A number of Cllrs volunteered to attend the Council's stall at the Fair. The Clerk to circulate the rota and ask all Cllrs to confirm their availability. ALL
- The Clerk to obtain copies of the most recent Green Improvement Scheme plan for use at the Fair. SB
- 11. COMMUNICATIONS**
- The Clerk to prepare the next CR6 magazine article for publication in July on the Design Phase of the Green Improvement Scheme (see item 6). SB SB
- The Clerk to provide a copy of the article before the 1<sup>st</sup> July to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. KP JP
- 12. PAYMENTS**
- Cllrs noted and authorised the list of payments provided by the Clerk as shown in Appendix 1: Schedule of Payments below. The Clerk to dispense these payments. SB
- The Clerk advised that the Warlingham Lights Committee were continuing their assessment of the damage to festive lights around The Green (following recent tree management work) before determining if and when to make any request for donations from third parties.
- The Clerk also advised that the Council's existing Internal Auditor had recently advised of his retirement and so the Clerk to provide details of a new internal auditor for consideration and approval at the next meeting. SB
- The Clerk to also provide details of a replacement office printer for consideration by Cllrs at the next meeting (as the existing equipment had started to deteriorate despite regular maintenance) SB
- 13. NEXT MEETING**
- Cllrs noted that the next meeting was scheduled to take place on Wednesday 5<sup>th</sup> July 2023. ALL
- 14. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960**
- None.

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

**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
DD	SSE Energy Supply Ltd	52.47	Power to The Green charges to 11 May 2023 (£49.98 net of VAT)
2349	Simon Bold	**	Clerk's salary for May 2023
2350	Simon Bold	142.82	Reimbursement of costs (including Annual Parish Assembly costs) incurred during May 2023
2351	Tina Picanza	**	Library Volunteer Coordinator's salary for May 2023
2352	Tina Picanza	11.70	Reimbursement for library costs incurred in May 2023.
2353	Surrey Pension Fund	385.67	Employee and employer pension contributions for May 2023
2354	Westcotec Limited	135.00	Mobile Vehicle Activated Signage accessory equipment (£112.50 net of VAT)
2355	Fusion 3 Technical Ltd	100.00	Audio Visual equipment for the Annual Parish Meeting on 31 May 2023
	<b>Total</b>	<b>£2,464.41</b>	

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