

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 JULY 2023

Councillors (Cllrs) present:

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

Attending:

two visitors

Meeting opened at 7:45pm and closed at 10:00pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Robin Bloore, Matthew Elmer and Cindy Steer had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

Cllrs Elmer and Patel had updated their Notification of Disclosable Pecuniary and Other Interests Forms prior to the meeting – the Clerk to amend the Council’s Register of Members’ Interests and upload a copy to the Council’s website.

SB

No Cllr declared any Disclosable Pecuniary Interest and/or ‘Other Interests’ in respect of items on the agenda.

3. MINUTES

Cllrs approved the minutes of the 7th June 2023 meeting. The Clerk to add copies to the Council’s notice board and website.

SB

4. MATTERS ARISING

The Clerk confirmed that Cllr Adams had completed a Declaration of Acceptance of Office (Chairman) after the Council’s meeting in May 2023.

The Clerk also confirmed that the proposed Neighbourhood Plan briefing was scheduled for 26th July due to the availability of the consultant and a majority of Cllrs. The Clerk to circulate further details to all Cllrs and send an invitation to Chelsham & Farleigh Parish Council as well.

SB

The Clerk to remind Cllr Elmer - the Council’s East Surrey Transport Committee (ESTC) representative - of the Council’s support for step-free access at Upper Warlingham Railway Station (southbound platform) and ask Cllr Elmer to seek news on this from the ESTC.

SB

Cllrs Mayhew and Patel confirmed that they had attended a recent meeting of the Warlingham & Chelsham Relief In Need organisation.

Cllr Morrow advised that the Green Improvement ‘Project Inception Meeting’, comprising of members of the Council’s Project Steering Committee and Surrey County Council (SCC), would take place on the 19th July 2023. The Clerk confirmed that he had supplied Tandridge District Council (TDC) with copies of both the SCC Grant Agreement and associated Funding Schedule.

JP

Cllr Pursehouse advised that in respect of the proposed ground aeration project at The Green, he had spoken to the relevant TDC Officer about gathering survey information for the appointed contractor. Cllr Pursehouse to chase up TDC for progress.

The Clerk to chase up TDC’s response to the Council’s offer to match-fund new play equipment at Hamsey Green Recreation Ground and keep Cllrs advised.

SB

5. HIGHWAYS AND TRANSPORT

Cllrs discussed the lack of parking enforcement on several local roads following the transfer of responsibility to SCC in April 2023. The consensus amongst Cllrs was that SCC appeared to be unresponsive to requests from residents to enforce parking restrictions and

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- deal with inconsiderate parking. Cllr Adams volunteered to check whether this impression was shared by the Chairs of other local Parish Councils. Cllr Adams to also ask County Cllr Becky Rush to seek an improvement in the service provided in Warlingham. NA
- The Clerk to chase-up SCC Highways for a response to the Council's enquiry about the siting of a post on Sunnybank suitable for a mobile Vehicle Activated Sign. If unanswered, the Clerk and Chairman to seek a definitive response from Tim Oliver (Leader of the County Council) as well as the outstanding matter of SCC's proposals with respect to traffic speed on Hillbury Road. SB
NA
- Cllrs noted that the implementation of a 20mph speed restriction at the top of Farleigh Road had not, as yet, been implemented.
- Cllr Pursehouse in conjunction with Cllr Morrow had updated the damaged kerbs and verges survey conducted by Cllrs. As a result, the Clerk to send Tim Oliver the correspondence agreed at the last meeting seeking urgent remedial works in three locations. Cllr Adams advised that he had reported a number of potholes on local roads directly to SCC over the last month. SB
- Cllr Morrow reminded Cllrs that the drain at the eastern corner of The Green had been scheduled for jet washing by SCC. He remarked that this work may have been completed (successfully) as following recent rain, the highway had not temporarily flooded. Cllrs agreed to monitor. ALL
- 6. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN**
- The Clerk to write to TDC requesting that the flower beds around the War Memorial are weeded and replacement flowering plants added for the summer. SB
- Cllrs remarked on the large paint spillage on the roadway on a section of highway at The Green but felt that this would rapidly disappear due to the volume of traffic passing over and wearing the dried paint away.
- The Clerk advised that no banner requests had been received since the last meeting. He would chase-up information from parties with pending requests and advise Cllrs of the outcome. SB
- 7. FINANCE**
- a) Cllrs acknowledged receipt of the Council's 2023/24 financial statement for the period ending 30 June 2023 (unaudited) and the summary of variances and reserves circulated by the Clerk prior to the meeting. The Clerk to confirm to Cllrs, after the meeting, the current savings interest rate applied to the Council's Reserve Account. SB
- b) The Clerk had provided information, prior to the meeting, about a long-established company able to provide Internal Audit services to Parish and Town Councils. Cllrs briefly discussed costs and acknowledged that in the first year two meetings would be required which would push total expenditure over the 2023-24 budget. Cllrs approved the appointment of Mulberry & Co as the Council's Internal Auditor for 2023-24. The Clerk to liaise with the new Internal Auditor and arrange the first meeting. SB
- 8. COMMON LAND**
- a) The Clerk reported on a recent site visit to the Council's Common Land to the south of the Parish made with, amongst others, Cllrs Adams and Pursehouse. This had generated a schedule of proposed work, which the Clerk had circulated to Cllrs. Cllrs agreed that the Clerk should obtain estimates for the various jobs for their consideration at a future meeting. Cllrs Adams and Pursehouse agreed to take a closer look at the condition of the flint wall, running along the boundary between the Common Land and Uplands, and provide a summary of their findings to the Clerk. SB
NA
JP

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The Chairman enabled a member of Chelsham & Farleigh Parish Council to speak during the next item and provide information pertinent to item 8b).

- b) Cllrs Chotai and Pursehouse provided a verbal report of the current situation with respect to the future land management of Farleigh Common. They highlighted a concern, shared with Chelsham & Farleigh Parish Council, that TDC may cease its support by the end of the year. Cllrs expressed their willingness, in principle, to provide financial support of up to £2,000 per annum towards land management based on the ongoing joint support of other Councils (and possibly other parties) and subject to a written proposal, prepared by Cllrs Chotai and Pursehouse, for consideration and, if appropriate, approval at the Council's September meeting. Cllr Pursehouse agreed to keep abreast of ongoing discussions and to keep Cllrs advised of any substantive developments in the interim.

PC
JP

Cllr Patel left the meeting at this point.

9. PLANNING

- a) Cllr Mayhew provided a verbal summary of the Planning Committee meeting of 14th June 2023.
- b) Cllrs Mayhew and Morrow confirmed their availability to attend the next Committee meeting scheduled for 11th July 2023. The Clerk to check the availability of other Committee members immediately following the meeting.

DM
SM
SB

10. POLICIES

Cllrs briefly discussed the Council's Standing Orders, that had been circulated by the Clerk prior to the meeting, before agreeing to adopt the document without amendment. The Clerk to re-issue and upload a copy to the Council's website.

SB

11. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

- a) Cllr Adams confirmed that he had attended the opening of the Warlingham Fair on behalf of the Parish Council. He reminded Cllrs of his interest in acquiring a Chairman's Pendant of Office for use at events - Cllrs agreed to consider a formal proposal at the September meeting. The Clerk provided a brief summary of comments from visitors to the Council's stand (for information) and Cllrs remarked that the new pull-up flags provided a strong focal point and opportunity to promote the activities of the Council.

NA

Cllr Adams commented that the Community Library might be a suitable venue for a future local Police "Meet the Beat" event - Cllr Prew agreed to take the idea to the Library Management Committee for consideration.

KP

The Clerk to circulate correspondence to all Cllrs about an opportunity to consider twinning with a village in France - Cllrs to let the Clerk know if this is something they wish to explore. The Clerk to also circulate details of the latest round (no.3) of the Government's Community Ownership Fund for information.

SB
ALL

The Clerk advised that he and Cllr Adams had met with one of the households of Chelsham Terrace in response to an enquiry about a Deed of Easement for vehicular access. The Clerk to keep Cllrs advised of any further developments.

The Clerk confirmed that he was waiting for a response from David Ford, Chief Executive about the Council's enquiry about parking enforcement along the access road to the Shoppers Car Park and the repair of the car park's ticket machine.

- b) Cllrs discussed the written response to the Local Government Boundary Review of Tandridge that had been prepared by Cllrs Bloore, Morrow and Pursehouse. This was agreed without amendment and the Clerk to submit this on behalf of the Council prior to the deadline of 7th August 2023.

SB

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12. LIBRARY

Cllr Prew provided a verbal report of the current status of proposals to refurbish the library. He advised that because the 'heads of terms' had now been agreed between TDC (freeholder and lessor) with SCC (lessee) following the intervention of TDC's Deputy Chief Executive, he was now able to push ahead with discussions, with relevant parties, about refurbishment.

Members of the Warlingham Community Library Working Group, led by Cllr Prew, had developed outline plans and received indicative costs for related works. He advised that with further review, a scope of work would be finalised enabling SCC to obtain tender bids. Cllr Prew advised that he would seek match-funding from third parties based on these preliminary costs and also advised that some expenditure from the £5,000 of Community Infrastructure Levy already committed by the Parish Council may be necessary in the coming months (e.g., design works).

KP

Cllr Prew to provide a similar update to the Warlingham Library Management Committee at its next meeting scheduled on the 17th July 2023 and provide the Council with updated information and, if appropriate, a proposal at future Council meetings.

KP

13. COMMUNICATIONS

Cllr Adams to prepare the next CR6 magazine article for publication in August on the subjects of parking enforcement by SCC, future management of local Common Land and the consultations in respect of the Area of Outstanding Natural Beauty extension and Local Government Boundary Commission review of Tandridge.

NA

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

SB

KP

JP

14. 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, working in conjunction with the Chairman, had circulated examples of a suitable replacement office printer. Cllrs agreed to expenditure up to £330 on the basis that the Clerk would shop around and secure the best available price for a 'All-In-One' colour printer capable of A3 output.

SB

Cllrs also agreed to a maximum expenditure of £100 to replace some of the plants in the tubs outside the Tesco store and the planter at the seating area outside 415 Limpsfield Road. The Clerk to liaise with Cllrs Patel and Steer.

AP

CS

The Clerk to research the cost of a replacement office phone and tariff (due to the imminent obsolescence of the current handset) for consideration by Cllrs at a future meeting.

SB

15. NEXT MEETING(S)

Cllrs noted that the next meeting was scheduled to take place on Wednesday 6th September 2023.

ALL

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

None.

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2356	Nick Dance	216.00	Grass cutting of the Common Land (£180 net of VAT)
2357	CS Podd & Son Ltd	252.00	Roll-up banners (net of VAT £210.00)
2358	Simon Bold	**	Clerk's salary for June 2023
2359	Simon Bold	34.71	Reimbursement of costs incurred during June 2023
2360	Tina Picanza	**	Library Volunteer Coordinator's salary for June 2023
2361	Tina Picanza	9.05	Reimbursement for library costs incurred in June 2023.
2362	Surrey Pension Fund	385.67	Employee and employer pension contributions for June 2023
2363	HM Revenue & Customs	1,491.40	PAYE (Tax & NI) for Q1 of 2023/24
2364	DM Payroll Services Ltd	132.00	Administration of payroll for 2023/24
	Total	£4,204.15	

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