

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 6th SEPTEMBER 2023

Councillors (Cllrs) present:

*Nathan Adams (Chairman), Robin Bloore,
Perry Chotai (part), Debbie Mayhew,
Simon Morrow, Anna Patel, Keith Prew (part),
Jeremy Pursehouse and Cindy Steer.*

Attending:

four visitors (one part)

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

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Matthew Elmer and Ed Ralph had provided their apologies prior to the meeting.

2. CODE OF CONDUCT

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 5th July 2023 meeting. The Clerk to add copies to the Council's notice board and website. SB

4. MATTERS ARISING

The Clerk confirmed that the Council's written response to the Local Government Boundary Review of Tandridge had been sent and that quotes in respect of prospective works (tree management etc) to the Common Land were currently being compiled. SB

Cllr Pursehouse advised that discussions about a future lease to manage the land at Farleigh Common (in the neighbouring parish of Chelsham & Farleigh) had not progressed. He was pleased, however, to confirm that the grass had recently been cut by the District Council's contractor. Cllr Pursehouse agreed to organise a meeting including Cllrs Adams and Chotai and Chelsham & Farleigh Parish Council and existing stakeholders in an attempt to move discussions forward and secure a proposal for consideration by all parties. Cllr Adams stated that Warlingham Parish Council would not be able to decide whether to participate in any future management plan for the Common without such a proposal for consideration at a future meeting. JP
NA
PC

The Clerk confirmed the Barclays Reserve Account savings rate of 1% and agreed to contact Barclays and investigate the market to ascertain whether there is a comparable product with a better rate of return available. SB

In response to a recent enquiry on behalf of a town in France, Cllrs confirmed that they had no interest in twinning with other towns and villages at this juncture. The Clerk to send the Council's response. SB

5. HIGHWAYS AND TRANSPORT

Cllrs Bloore, Morrow and Pursehouse had attended the site visit by Surrey County Council (SCC) Chairman Tim Oliver and Highways Engagement & Commissioning Manager Zena Curry on the 25th August 2023. SCC had agreed to centrally fund the reinstatement of one corner at Verdayne Gardens. They also agreed to progress the repair of one verge at Lime Grove and one corner at Hamsey Green Gardens using funds from the Parish Council and Local County Councillor Allowance. Cllr Morrow noted that at the meeting SCC had agreed to have the drainage at The Green investigated by their drainage team. SM
SB

The Clerk to write to Tim Oliver, based on a draft to be provided by Cllr Morrow, setting down what had been agreed at the meeting and also noting a number of other local issues requiring attention such as improvements to parking enforcement, the maintenance of land at the front of the Village Hall and the possible acquisition of Vehicle Activated Signs SB

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(VAS) for Sunnybank and Hillbury Roads.

The Clerk to chase-up the SCC Highways Officer responsible for the management of mobile Vehicle Activated Signs for a status report on their re-deployment, maintenance and the adequacy of current battery stocks.

6. WARLINGHAM COMMUNITY LIBRARY

a) Cllrs acknowledged receipt of the minutes of the last Library Management Committee meeting of 17th July 2023. Cllr Prew to contact the lead Officer of SCC's Community Partnered Libraries (CPL) team and seek their assurance that the position of the Parish Council will not be adversely affected if a sub-lease is to be required by SCC instead of the current licence. KP

b) The Clerk set out the proposed library staff re-charges for the current year which he had recently received from SCC. The total of £22,224 was £107 above the Parish Council's 2023/24 budget. Cllrs approved these costs given the very modest difference. The Clerk to confirm this to SCC and request invoices for the first two quarters of 2023/24. SB

c) Cllr Prew provided cost estimates for refurbishment proposals which included building works, new furniture, shelving and floor coverings. He also set out how this might be funded subject to further discussions with the County Cllr and SCC about the scope and costs (including fees). Cllrs agreed to discuss the use of Community Infrastructure Levy reserves under item 9.

d) Cllrs agreed expenditure of up to £150 (from the library support budget) towards the annual volunteers' event scheduled for 27th September. The Clerk to inform the Library Volunteer Coordinator. SB

7. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

Cllr Pursehouse advised that he would continue to chase up Tandridge District Council (TDC) for survey information with respect to the ground aeration project to be funded by the Parish Council. JP

The Clerk advised that there had been no response from TDC with respect to the Parish Council's match-funding proposal for new play equipment at Hamsey Green Recreation Ground. Cllr Chotai agreed to speak to senior officers at TDC in the hope of progressing the project. PC

With respect to requests for banners at The Green, Cllrs approved banners in respect of the 'Big Christmas Sing'. With respect to banners relating to a Halloween event, the Clerk to request more information prior to further review by Cllrs at the next meeting. The Clerk to advise the respective applicants. SB

The Clerk to contact the organisers of the recent Woldingham Marathon to seek their assurances that any litter and debris dropped during any future event will be thoroughly removed afterwards. SB

The Clerk to write to TDC requesting that the flower beds on either side of the War Memorial at The Green be de-weeded and planted with winter bedding as soon as possible. SB

Cllr Chotai left the meeting at this point

8. GREEN IMPROVEMENT PROJECT – PHASE ONE

Cllr Morrow provided a brief verbal summary of the recent Project Inception meeting. He advised that he would have a telephone conversation with the SCC Highways Scheme Design Manager on the 7th September in preparation for the Project Steering Committee meeting scheduled for 13th September. SM

The Clerk added that he had chased up the Council's solicitor for a progress report on

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- their contact with three property owners around The Green. As nothing had been forthcoming, he would chase them up once again. SB
- Cllr Pursehouse to provide a copy of his briefing message recently sent out via social media for wider communication (see item 13). JP
- 9. COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- Cllrs reviewed the current list of potential CIL funded projects, circulated prior to the meeting. As a result of their deliberations, Cllrs agreed the distribution of anticipated CIL reserves as at October 2023 of £156,000 amongst four projects: the Green Improvement Project (Phase 1), repair of damaged kerbs/verges, library refurbishment (Phase 1) and new play equipment at Hamsey Green Recreation Ground. The Clerk to circulate an updated copy of the list to all Cllrs. SB
- Cllr Bloore volunteered to contact TDC to request that they refurbish the benches around School Common. RB
- 10. PENDANT OF OFFICE**
- Cllr Adams had circulated the details of a Chairman's Pendant of Office for use at public events such as the Warlingham Fair and Annual Parish Assembly. Cllrs agreed to fund the Pendant, comprising etched metal and enamelled decoration, for £523 (net of VAT and delivery) as they felt it was important to give the role of Chair greater public prominence and recognition. It was agreed that funding should come from the un-used Deputy Library Volunteer Coordinator Salary budget line (as permitted under 'virement' arrangements under Financial Regulation 4.2). The Clerk to procure. SB
- 11. PLANNING**
- a) Cllrs Morrow and Pursehouse provided a verbal summary of the Planning Committee meetings of 11th July and 22nd August respectively. NA
- b) Cllrs Adams, Mayhew, Patel and Steer confirmed their availability to attend the next Committee meeting scheduled for 26th September. The Clerk to check the availability of other Committee members and circulate the list of applications for review nearer the time. DM
AP
CS
- c) Cllrs discussed the recent Neighbourhood Planning presentation provided by a consultant funded by TDC. Cllrs felt that it would be beneficial to consider updating the existing Parish Plan which would require the identification of residents willing and able to do the work. Public engagement work would be needed in order to ascertain the current and future needs of those living and working in Warlingham. Cllr Adams felt that the Council should consider setting up a Working Group to carry out this task and he would bring a proposal to the next Council meeting. ALL
- Cllrs felt that there was no need to ask TDC to establish a Neighbourhood Plan area at this point.
- 12. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS**
- a) Cllr Bloore advised that the Warlingham Christmas Lights Committee had received confirmation that TDC would recompense them for the cost of replacement lights that had been damaged during recent tree work around The Green. Cllrs expressed their gratitude to both the Committee and TDC's Chief Executive David Ford for this positive outcome.
- Cllr Bloore added that the Committee is likely to request a grant from the Parish Council this year for some additional lights, and then reassess how the Committee and Council can work more closely together in future. The Clerk to meet with members of the Committee early in 2024 to discuss ideas. SB
- The Clerk reported that he had just received written confirmation from the external auditor of a 'clean' audit for the year 2022/23. He would circulate details prior to the SB
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- next meeting and in the meantime display the statutory Notice of Conclusion of Audit on the Council's notice board and website. NA
- Cllrs agreed that Cllr Adams and the Clerk should attend the Surrey Association of Local Councils (SALC) Annual General Meeting in October on behalf of the Council (see also item 14). Cllr Adams volunteered to attend the SALC Councillors' Forum, via zoom, on Wednesday 13th September. SB
- Cllrs confirmed their agreement to the library's use as a Polling Station for local elections on Thursday 2nd May 2024. The Clerk to confirm this to TDC. NA
- Cllr Adams gave a brief summary of news relating to Biggin Hill Airport following a tour of the site which had been arranged for stakeholders by the airport's management team. He advised that further public engagement meetings would take place and encouraged other Cllrs to participate in these as well. ALL
- Cllr Prew left the meeting at this point.*
- b) Cllr Adams advised that he would be able to provide full details of preparations for Remembrance Day 2023, including a summary of expected costs, for the next meeting. NA
- 13. COMMUNICATIONS**
- Cllr Adams to prepare the next CR6 magazine article for publication in October on the subjects of Remembrance Day and the Green Improvement Project. The Clerk to provide a copy of the CR6 article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. NA
JP
KP
- In respect of the Green Improvement Project, the Clerk to use the social media article provided by Cllr Pursehouse as the basis of a public notice for display on the notice board at The Green and for Cllr Prew to upload to the Council's website. SB
KP
- 14. PAYMENTS**
- Cllrs noted and authorised the list of payments provided by the Clerk as shown in Appendix 1: Schedule of Payments (see below). The Clerk to dispense these payments. SB
- Cllrs also approved expenditure of £40 (from the training budget) in respect of the SALC AGM to be attended by the Chair and Clerk. The Clerk to book their places.
- 15. NEXT MEETING**
- Cllrs noted that the next meeting was scheduled to take place on Wednesday 4th October 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
2365*	Simon Bold	**	Clerk's salary for July 2023
2366*	Tina Picanza	**	Library Volunteer Coordinator's salary for July 2023
2367*	Surrey Pension Fund	385.67	Employee and employer pension contributions for July 2023
2368	East Surrey Transport Committee	10.00	Annual affiliation fee for 2023/24
DD	Integrating Solutions Limited (ISL)	42.00	Library photocopier provision May to July 2023 inclusive (£35 net of VAT)
2369	Netwise Training Limited (t/a Netwise UK)	600.00	Annual website and email support plus domain name registration (£500 net of VAT)
2370	Simon Bold	**	Clerk's salary and additional hours for August 2023
2371	Tina Picanza	**	Library Volunteer Coordinator's salary for August 2023
2372	Surrey Pension Fund	385.67	Employee and employer pension contribution for August 2023
2373	Simon Bold	514.94	Reimbursement of costs incurred during July and August 2023 (including purchase of new office printer)
2374	Tina Picanza	29.95	Reimbursement of library costs incurred in July and August 2023
	Total	£5,306.24	

* 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.