

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 4th OCTOBER 2023**

Councillors (Cllrs) present:

*Nathan Adams (Chairman), Robin Bloore,
Debbie Mayhew, Simon Morrow, Anna Patel (part),
Keith Prew, Jeremy Pursehouse and Ed Ralph*

Attending:
three visitors

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

In attendance: *Simon Bold, Clerk*

1. APOLOGIES FOR ABSENCE

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

2. CODE OF CONDUCT

Cllrs Bloore, Pursehouse and Ralph declared their ‘Other Interest’ in respect of banner requests under item 7a) on the agenda. They did not participate in any discussion or decision in respect of this item.

No Cllr declared any Disclosable Pecuniary Interest in respect of items on the agenda. Prior to the start of the meeting, Cllr Adams had distributed details of a ‘Civility & Respect’ project – a campaign committed to improving standards for all those involved in local councils. He remarked that he was intending to lead a discussion on the topic at a future meeting.

3. MINUTES

Cllrs approved the minutes of the 6th September 2023 meeting. The Clerk to add copies to the Council’s notice board and website. SB

4. MATTERS ARISING

Cllr Morrow provided a brief report on the Green Improvement Project which included news of a £16,000 saving, on the basis that Surrey County Council (SCC) did not require a full drainage investigation. He also advised that SCC Highways Officers would be present over the coming weeks to survey the site. NA

Cllrs Adams, Bloore, Morrow and Pursehouse agreed to meet to review a discussion paper produced by Cllr Adams and the Clerk in respect of the Clerk’s current salary range. RB

The Clerk reported that, following advice from Tandridge District Council (TDC), the Council would be eligible for an additional £5,000 of Community Infrastructure Levy (CIL), taking the total amount due at the end of October to £10,684 (see also item 6 below). JP

Cllr Pursehouse advised that he continued to chase-up TDC and others for a proposal with respect to the future land management of Farleigh Common. JP

The Clerk confirmed that he continued to chase-up quotes in respect of prospective tree work at the Common Land. SB

Cllr Bloore advised that TDC were looking to replace one of the benches on School Common and address the poor condition of others. He would provide further details once available. RB

In the absence of Cllr Chotai, Cllrs asked the Clerk to speak to him later to find out if there had been any response from TDC with respect to the Parish Council’s match-funding proposal in respect of new play equipment for Hamsey Green Recreation Ground. If there was no progress, Cllrs would support Cllr Chotai taking the matter up with the Deputy Chief Executive of TDC in order to expedite matters. PC

5. HIGHWAYS AND TRANSPORT

The Clerk to chase-up the Deputy Chief Executive of TDC about the longstanding query over responsibility for the double yellow lines on Spears Close, leading to the Shoppers Car SB

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Park.

Cllrs discussed a proposal by SCC, under the Tandridge Parking Review 2023, to install some double yellow lines on The Green which would result in the loss of two or three parking spaces. The Clerk to write to SCC Highways, copied to the County Cllr, objecting to this proposal which would be contrary to the details of the recently commenced Green Improvement Scheme.

SB

The Clerk to contact the County Cllr to arrange a meeting with a small number of Parish Cllrs to review all the highways issues raised by the Parish Council over recent months.

SB

6. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew had circulated a paper prior to the meeting which provided a current summary of the proposed library refurbishment and community hub project including details of the scope, estimated costs and available funding with respect to Phase 1. Cllrs agreed to commit an additional £5,000 of CIL (see item 4 above), taking the Parish Council's total CIL contribution to £24,500, on the basis of a further £22,750 from the Your Fund Surrey – Small Community Project sponsored by County Cllr Becky Rush.

Cllr Prew to continue chasing up the SCC Community Partnered Libraries (CPL) team with respect to a new lease arrangement.

KP

7. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

a) Cllrs discussed two requests for banners at The Green and agreed them both. The Clerk to advise each applicant of the Council's decision.

SB

b) In respect of the ground aeration project for The Green, the Clerk reported that TDC did not have sufficient resources to procure a utilities survey. As a result, the Clerk had obtained a quotation for a set of reports that would enable the ground aeration contractor to proceed. Cllrs agreed to expenditure of £230 for the survey (using available funds from the Open Spaces earmarked reserve). The Clerk to procure the survey and pass the results immediately to the contractor who had indicated that the work could be completed during the third week of October.

SB

8. PLANNING

a) Cllr Adams provided a verbal summary of the Planning Committee meeting of 3rd October 2023. Cllrs discussed application 2023/1054, 10-16 Blanchmans Road and agreed that the Clerk make a request to Warlingham East District Cllrs that the case is decided at a TDC Planning Committee (rather than under delegation). Cllr Adams volunteered to be the Parish Council's representative at that meeting with Cllr Morrow offering to help with the statement to be made to TDC Cllrs.

SB
NA
SM

Cllrs noted with interest the correspondence from SCC Highways which set out their concerns relating to application 2022/267 (Former Shelton Sports Club).

NA

b) Cllrs Adams and Morrow confirmed their availability to attend the next Committee meeting scheduled for 17th October. The Clerk to check the availability of other members nearer the time.

SM
SB

9. PARISH PLAN

At the last meeting, Cllrs had agreed that it was an appropriate time to review the 2008-2013 Parish Plan in order to ascertain the current and future needs of those living and working in Warlingham. However, it was acknowledged that, based on past experience, the Parish Council would require a great deal of input, help and support from local residents. In order to judge public interest and gauge the number of people willing to contribute their time and effort, Cllr Adams volunteered to organise one or more, if required, public engagement meetings and it was agreed to use the next CR6 article, notice board, website and Facebook to broadcast the idea and to seek expressions of interest from residents (see also item 13a below).

NA

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10. EXTERNAL AUDIT

The Clerk had circulated, prior to the meeting, the External Auditor's Report and Certificate for the year ending 31 March 2023. Cllrs acknowledged receipt and, as there were no issues raised by the auditor, agreed that no action was necessary.

The Clerk confirmed that the Notice of Conclusion of Audit had been put on display on the Council's website and notice boards prior to the 30th September 2023.

SB

11. FINANCE

a) Cllrs acknowledged receipt of the Council's 2023/24 financial statement for the period ending 30 September 2023 (unaudited) which had been circulated prior to the meeting by the Clerk. The Clerk confirmed that the interest rate on the Council's Reserve Account was the highest currently available from Barclays. As a result, the Clerk to check whether there is a suitable alternative product with a better rate available from another provider.

SB

b) Cllr Prew reconciled the financial statement (see above) with the Council's bank and investment statements for the period ending 30 September 2023 and signed a copy of each.

c) The Clerk set out the time-line for production and agreement of the Council's 2024/25 budget. He requested that Cllrs provide any proposed changes or additions to the current budget to him before the end of October so that they can be reviewed by Cllrs at the November meeting. This would enable a draft budget to be presented to Cllrs at the December meeting in readiness for its final approval no later than the Council's January 2024 meeting.

ALL

12. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

a) Cllr Adams provided brief details of a current consultation in respect of Biggin Hill Airport (Airspace Change Proposal 21 RNAV) and Cllrs agreed that no action was required on this occasion.

b) Cllr Adams provided an overview of preparations for the Remembrance Day event on The Green and set out the estimated costs including the need for additional security in accordance with recent legislation. Cllrs acknowledged that the total estimated costs of approx. £700, which included additional street poppies for display on the trees around The Green, would exceed the 2023/24 budget of £470 (with the balance to come from under-spending elsewhere).

Cllr Adams also advised that the 6th June 2024 will be the 80th anniversary of D-Day but he was not aware of any plans for commemoration in Warlingham at this juncture.

13. COMMUNICATIONS

a) Cllrs Adams and Pursehouse to prepare the next CR6 magazine article for publication in November on the subject of the Parish Plan (see also item 9).

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.

b) The Clerk to remind grant applicants from recent years that the Council's Grant Aid scheme for 2023 has a deadline for completed applications of 31st October 2023. The Clerk to also display a poster on the Council's noticeboard and website. A meeting of Cllrs to review all grant applications received was scheduled for 20th November at 7:30pm.

NA

JP

SB

KP

SB

c) Cllrs Adams, Pursehouse and Ralph volunteered to review the Council's Emergency / Resilience Plan and to bring any proposed revisions to the attention of Cllrs at a future meeting. Cllrs also discussed expenditure on replacement warning signs for use at public events around The Green (see item 14 below).

NA

JP

ER

14. PAYMENTS

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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 agreed expenditure of up to £270 for warning road signs to be used during public events such as Remembrance Day (expenditure from CIL reserves).

The Clerk, in conjunction with Cllr Adams, advised that a new Council phone for use by the Clerk, would attract an annual cost of approximately £300 per annum over a four year period. This would be the same whether purchasing a new handset (and remaining on the existing tariff) or switching to a new combined tariff and phone bundle. As a result, Cllrs agreed expenditure of £300 to enable the Clerk to buy either a new handset or a combined bundle as soon as possible (due to the current handset's imminent obsolescence).

Cllr Patel left the meeting at the start of the next item.

15. NEXT MEETING

Cllrs noted that the next meeting was scheduled to take place on Wednesday 1st ALL
November 2023.

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
DD	SSE Energy Supply Limited	62.45	Power to The Green charges to August 2023 (£59.45 net of VAT)
2375*	Howard Fairbairn Project Services Ltd	600.00	Production of revised Green Improvement Scheme (Phase 1) Plan (£500 net of VAT)
2376	PKF Littlejohn LLP	504.00	External audit services for year ending 2022-23 (£420 net of VAT)
2377	Surrey ALC Limited	48.00	Booking of two places at SALC October Conference & AGM (£40 net of VAT)
2378	Surrey County Council	13,334.40	Library staff recharge Q1 & Q2 2023/24 (£11,112 net of VAT)
2379	- SPOILED -	00.00	- SPOILED -
2380	Tina Picanza	**	Library Volunteer Coordinator's salary for September 2023
2381	Simon Bold	28.71	Reimbursement of costs incurred in September 2023
2382	Surrey Pension Fund	385.67	Employee and employer pension contribution for September 2023
2383	HM Revenue & Customs	1,503.79	PAYE (Tax & NI) for Q2 2023/24
2384	- SPOILED -	0.00	- SPOILED -
DD	Information Commissioner	35.00	Data Protection Registry renewal (2023/24)
2385	Simon Bold	**	Clerk's salary for September 2023
2386	Tina Picanza	104.87	Reimbursement of library costs, including volunteers' event, incurred in September '23
	Total	£18,243.64	

*Payment agreed at the Warlingham Green Improvement Project Steering Committee of 13th September.

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