

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 1<sup>st</sup> NOVEMBER 2023**

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

*Nathan Adams (Chairman), Robin Bloore,  
Perry Chotai, Debbie Mayhew, Anna Patel,  
Keith Prew and Jeremy Pursehouse*

***Attending:***

*one visitor (part)*

*Meeting opened at 7:45pm and closed at 9:05pm*

***In attendance:*** Simon Bold, Clerk

**1. APOLOGIES FOR ABSENCE**

Cllrs Matthew Elmer, Simon Morrow, Ed Ralph and Cindy Steer 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**

After a brief discussion, Cllrs approved that the Chair sign the minutes of the meeting of the 4<sup>th</sup> October 2023 as a correct record. The Clerk to display copies on the Council's notice board and website.

SB

**4. MATTERS ARISING**

Cllr Bloore reported that Tandridge District Council (TDC) had advised him that the benches around School Common would be refurbished later in the month.

The Clerk advised that Chelsham & Farleigh Parish Council were willing to contribute £250 towards the Warlingham Community Library for each of the next five years starting 2024/25. Cllrs acknowledged this offer with gratitude.

The Clerk also advised that the Chairman's Pendant of Office was due for delivery prior to the Remembrance Day event at The Green, Warlingham.

**5. HIGHWAYS AND TRANSPORT**

Cllrs noted that enquiries to both Surrey County Council (SCC) and TDC about responsibility for enforcement of the double yellow lines along the section of roadway between the Limpsfield Road and the Shoppers Car Park remained unanswered. Cllrs felt that the Clerk should make a submission via the SCC Tandridge Parking Review 2024 seeking formal implementation and enforcement of these lines.

SB

The Clerk to arrange a meeting, via Zoom, between County Cllr Becky Rush and Cllrs Bloore, Morrow and Pursehouse to discuss pending highways issues. In addition, the Clerk to chase-up Zena Curry of SCC for a progress report on the items discussed at the site visit that took place in August 2023.

RB

SM

JP

SB

Cllrs were pleased to see that the 20mph speed limit on Farleigh Road, around Warlingham Village Primary School, had been fully implemented.

Cllr Pursehouse advised that the gully drain in the parking area outside the Village Hall had recently been cleared by SCC.

**6. WARLINGHAM COMMUNITY LIBRARY**

Cllr Prew reported on the Library Management Committee meeting of 25<sup>th</sup> October which had included a summary of performance. Although visitor numbers were slightly down, all other performance indicators remained positive especially lending of children's books.

Cllr Prew stated that discussions with SCC about the library's licence renewal were ongoing. However, he had recently been informed that SCC did not intend issuing

licences to Community Public Libraries (CPL) in future and that all CPLs would be offered a lease instead. Furthermore, the lease would only run to March 2025, as it was also SCC's intention to have common dates across all CPLs that would run concurrently with their respective Memorandum of Understanding. Cllr Prew to write to Richard Grassley at SCC to request clarification on whether the existing terms and conditions for Warlingham Community Library will change if a lease, rather than a licence, is issued.

KP

In respect of the Library Refurbishment and Community Hub Project, Cllr Prew was pleased to report that a bid of £22,750 to the Your Fund Surrey – Small Community Project fund, sponsored by County Cllr Rush, had been made to SCC. While a decision on the level of funding was awaited, Cllr Prew continued to discuss the finer points of the design, fixtures and fittings with the Community Partnership Library team.

KP

**7. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN**

The Clerk reported that TDC had confirmed to him that the raised flower beds around the War Memorial would be re-planted in time for Remembrance Sunday. Cllr Adams expressed his thanks to the volunteers who had put up the large poppies on the trees around The Green.

**8. COMMON LAND**

a) The Clerk handed out a list of proposed work at the Common Land in line with what had been previously discussed and agreed at the Council's meeting of 5<sup>th</sup> July. The list included estimates of costs obtained by the Clerk, including quotes from five different tree surgeons. Cllrs agreed to expenditure of £5,200 to enable the Clerk to instruct contractors to proceed (to be funded from the Council's Common Land maintenance budget and Common Land Projects earmarked reserve).

SB

b) In respect of Farleigh Common, Cllrs Chotai and Pursehouse (in their capacity as District Cllrs) advised that they had discussed future land management options with the Deputy Chief Executive of TDC. Subsequently, Cllrs Adams and Pursehouse, two Chelsham & Farleigh Parish Cllrs, TDC and the Clerk had discussed (via MS Teams) five possible land management options and considered the strengths and weaknesses of each from a local authority and community perspective. TDC had agreed to arrange an exploratory meeting between all Council representatives and Merton College (landowner) to better understand the College's intentions. It was suggested that Cllrs Adams and Morrow (Chair and Vice-Chair respectively) should be the Parish Council's representatives for this meeting. The Clerk to chase-up TDC, if necessary, for details of the meeting for circulation to Cllrs.

NA  
SM  
SB

*The following item was dealt with under item 17. Sub-section 2 of the agenda. The order of items, as set out in the published agenda, has been maintained for ease of reference.*

**9. EMPLOYMENT MATTERS**

In light of the personal and confidential nature of a review of the Clerk's pay-scale range. Cllrs agreed to move this item into sub-section 2 of the meeting, with the public excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

**10. PARISH PLAN**

Cllr Adams opened up the discussion on how the Parish Council might successfully consult on a project to update the Warlingham Parish Plan. He felt that up to three consultation meetings might be necessary, starting in January, in order to reach more people and judge the level of support. He noted that any meeting should take place before the start of the purdah period linked to the local elections in May 2024.

Cllr Bloore suggested that the first meeting might be with representatives of local

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voluntary groups and organisations as they were likely to be a good source of opinions, information and, should the project go ahead, resources. Cllrs Adams welcomed this suggestion and agreed to work up further proposals ahead of the next Council meeting.

NA

Cllr Adams also advised that he would research the subject of Neighbourhood Priorities Statements, which might form part of revisions to the National Planning Policy Framework, as he believed they may enable communities to inform their respective Local Planning Authorities of key priorities and preferences in a more streamlined way than the current Neighbourhood Planning process.

NA

### 11. PLANNING

a) Cllr Adams provided a verbal report of the Planning Committee meeting of 17<sup>th</sup> October 2023. Cllrs Chotai and Pursehouse (in their capacity as District Cllrs) acknowledged that the Parish Council had requested that planning application 2023/1054 (10-16, Blanchmans Road) be ‘called-in’ to a future TDC Planning Committee meeting for review and decision.

NA

b) Cllrs Adams, Mayhew and Pursehouse confirmed their availability to attend the next Committee meeting scheduled for 14<sup>th</sup> November. The Clerk to also check the availability of Cllrs Elmer and Steer nearer the time.

DM  
JP  
SB

### 12. BUDGET 2024/25

The Clerk had circulated, prior to the meeting, a provisional list of budget proposals which Cllrs reviewed and briefly discussed. The Clerk to incorporate Cllrs comments into a provisional budget for circulation prior to the next Council meeting.

SB

The Clerk suggested that the condition of the Council’s snow gritter be assessed as a matter of urgency as it may be beyond repair and in need of replacement. Cllr Pursehouse agreed to join the Clerk in making that assessment before the end of the month. The Clerk to provide a proposal, if required, prior to the next Council meeting.

JP  
SB

### 13. CORRESPONDENCE, CONSULTATIONS AND EVENTS

Cllrs acknowledged the final recommendations of the Local Government Boundary Commission’s electoral review of Tandridge Council. No further action was deemed necessary.

Cllr Adams reported that the neighbouring Parishes of Chelsham & Farleigh and Woldingham had advised him of their intention to write to TDC seeking a major improvement to planning enforcement services. This had arisen due to their concerns about various developments which they believed to be contrary to existing planning restrictions and/or conditions. Cllrs shared these concerns and agreed that Warlingham Parish Council would support a written request to TDC to investigate cases and improve planning enforcement more generally. Cllr Adams agreed to liaise with the other Councils on this basis.

NA

Cllrs Adams remarked that he had found the recent Surrey Association of Local Councils (SALC) AGM and conference very interesting and useful. He encouraged fellow Cllrs to engage with SALC and make greater use of their services including training opportunities. The Clerk to continue to circulate SALC newsletters to all Cllrs.

ALL  
SB

Cllrs responded enthusiastically to a written request from the Chairman of TDC for each Tandridge based Parish Council to field a quiz team for a competition, between January and March 2024, for the benefit of his official chosen charities. The Clerk to inform TDC.

SB

### 14. COMMUNICATIONS

Cllr Adams to prepare the next CR6 magazine article for publication in December based on his review of the Parish Council’s last twelve months of activities.

NA

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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. SB

**15. 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

**16. NEXT MEETING(S)**

Cllrs noted that the next full Council meeting was scheduled to take place on Wednesday 6<sup>th</sup> December 2023.

A number of Cllrs indicated their availability for the grant application review meeting scheduled for the 20<sup>th</sup> November 2023. The Clerk to check the availability of all Cllrs nearer the time. SB

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

Cllrs discussed and agreed the Clerk’s pay-scale effective from 1<sup>st</sup> April 2024. A confidential note, detailing the discussion and decision, to be added to the Clerk’s employment file. SB

**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2387	Manchester Safety Services Ltd	269.54	Bespoke traffic warning signs for events at The Green (£224.62 net of VAT)
2388	Subsight Surveys Limited	276.00	Underground services survey of The Green (£230 net of VAT)
2389	Simon Bold	**	Clerk’s salary and additional hours for October 2023
2390	Simon Bold	173.46	Reimbursement of costs incurred, including purchase of large Remembrance poppies and a wreath, in October 2023
2391	Tina Picanza	**	Library Volunteer Coordinator’s salary for October 2023
2392	Tina Picanza	19.34	Reimbursement of library costs incurred in October 2023
2393	Surrey Pension Fund	385.67	Employee and employer pension contribution for October 2023
	<b>Total</b>	<b>£2,918.22</b>	

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