

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 6<sup>th</sup> DECEMBER 2023**

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

*Chairman Nathan Adams (part), Robin Bloore,  
Matthew Elmer, Debbie Mayhew, Simon Morrow,  
Keith Prew, Jeremy Pursehouse, Ed Ralph and  
Cindy Steer.*

***Attending:***

*three visitors (two part)*

*Meeting opened at 7:45pm and closed at 10:25pm*

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Perry Chotai and Anna Patel had provided their apologies prior to the meeting. In the absence of Council Chairman Nathan Adams at the start of the meeting, Cllr Morrow temporarily took the role of meeting Chairman (in accordance with Standing Orders).

**2. CODE OF CONDUCT**

a) Cllr Ralph declared his Disclosable Pecuniary Interest (DPI) in respect of item 13. Cllrs Bloore, Morrow, Pursehouse and Ralph declared their respective 'Other Interests' in respect of item 6a) below. No other Cllr declared any DPI and/or 'Other Interests' in respect of items on the agenda.

b) The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate, should the need arise, in respect of items 6a) and 6b) below.

**3. MINUTES**

Cllrs approved that the Chair sign the minutes of the meeting of the 1<sup>st</sup> November 2023 as a correct record. The Clerk to display copies on the Council's notice board and website and place a copy of the confidential minutes, relating to the Clerk pay-scale review, on file.

SB

**4. MATTERS ARISING**

The Clerk advised that a fact-finding meeting in respect of the future land management of Farleigh Common, between Parish Cllrs, representatives of Tandridge District Council (TDC) and Merton College was expected to take place, via Microsoft Teams, on the 21<sup>st</sup> December. Cllrs Adams and Morrow, as well as the Clerk, to attend on behalf of the Parish Council.

NA  
SM  
SB

The Clerk also advised that proposed tree work at the Common Land (in the south of Warlingham) was likely to be delayed due to partly waterlogged ground. Cllrs briefly discussed the condition of the flint wall between the Common Land and Uplands. Cllr Pursehouse to provide the Clerk with the details of a contractor that may be able to assess the condition of the wall and provide a cost estimate for any remedial work.

JP

**5. HIGHWAYS AND TRANSPORT**

Cllrs discussed the progress report received from Zena Curry, of Surrey County Council (SCC) Highways, following the site visit of August 2023. The Clerk to send a written reply confirming the Council's agreement to proposed work to a corner in Verdayne Gardens but to ask for further details of the timing of works proposed in respect of Lime Grove and Hamsey Green Gardens (both to be part-funded by the Parish Council) and to be consulted on the designs. The Clerk to include the following in the letter to SCC: to request the contact details of the Officer responsible for commissioning highway flooding remedial work, proposals in respect of speed restriction measures for Hillbury Road and Sunnybank, the number of parking enforcement officer visits to Warlingham and the

SB

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number of Penalty Charge Notices issued in Warlingham since SCC brought the service in-house as well as enquire how the Parish Council can work with the County Council to improve the service. SB

The Clerk, during the next month, to report SCC any incident of highway flooding at the eastern corner of The Green lasting more than 24 hours. SB

The Clerk to contact County Cllr Becky Rush about a meeting (via Zoom) with Parish Cllrs to discuss highways issues and, in particular, the on-street parking enforcement service provided by SCC. SB

The Clerk to also ask SCC for data downloaded from the mobile VAS showing the number of times the display was activated by vehicles travelling over the speed limit. Data received to be circulated amongst Cllrs for information.

The Clerk confirmed that he would not be making a submission to the Tandridge Parking Review 2024 - to seek parking enforcement along the roadway between the Limpsfield Road and the Shoppers Car Park - as a result of information provided by TDC. Cllr Pursehouse agreed to take up the issue of enforcement with TDC once again and report back to Cllrs at a future meeting. JP

Cllr Prew confirmed that he had made an enquiry to TDC about topping up the grit bins around Warlingham in readiness for winter.

6. FINANCE

a) Cllrs reviewed the list of proposed grant awards, following a meeting of Cllrs on the 20<sup>th</sup> November 2023, and approved expenditure as follows:

Organisation	Amount
ATG Drama Group (repairs to rehearsal space)	£1,200
Blanchman’s Farm LNR (maintenance of public open space)	£1,500
Citizens Advice Tandridge District (services to the local community)	£1,500
Church Yard, All Saints Church (maintenance of public open space)	£500
East Surrey Museum (production of a Warlingham history trail leaflet)	£500
Warlingham Christmas Lights Committee (replacement lights)	£2,000
Warlingham Park Bowls Club (improvements to access and equipment)	£500
<b>Total</b>	<b>£7,700</b>

The Clerk to liaise with the Warlingham Christmas Lights Committee and to dispense payments and provide each recipient with a standard letter of terms. SB

b) The Clerk outlined the main details of the draft budget that he and Cllr Adams had prepared and circulated prior to the meeting. Cllrs discussed a number of items and agreed a small number of changes – the Clerk to present the resultant budget at the January 2024 meeting for approval. SB

Cllrs recommended that the Clerk seek a long-term fixed-tariff in respect of the Council’s electricity supply contract for The Green and also invite the new Chief County Officer of the Surrey Association of Local Councils to attend a future meeting to explain their current services and future supporting role. SB

*Cllr Adams had joined the meeting during item 6b) and declared that he had no Disclosable Pecuniary Interests or ‘Other Interests’ in respect of items on the agenda. He took over the Chairmanship of the meeting from Cllr Morrow at the start of the next item.*

c) Cllrs reviewed the Council’s existing Investment Policy Statement which had been circulated prior to the meeting. Cllrs approved this document without amendment and agreed that the Statement should be reviewed annually.

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Cllrs also agreed that £75,000 of general reserves should be transferred to the Council's Public Sector Deposit Fund to increase the Council's level of investments and generate greater income. The Clerk to arrange the transfer of funds.

SB

**7. AUDIT**

Cllrs reviewed the small number of points raised by the Council's newly appointed Internal Auditor following an interim review conducted during November 2023. The Clerk to introduce these enhancements to the Council's practices and procedures, as appropriate, prior to the financial year-end.

SB

**8. PLANNING**

a) Cllr Adams provided a verbal report of the Planning Committee meeting of 14<sup>th</sup> November 2023. Cllr Steer had volunteered to speak on behalf of the Parish Council at the TDC Planning Committee on the 7<sup>th</sup> December in respect of application 2022/267 (Former Sports Field, Hillbury Road).

CS

Cllr Bloore, in his capacity as District Cllr, had "called-in" the application 2023/443 (5 Narrow Lane) to a later meeting of the TDC Planning Committee. Cllr Adams volunteered to be the Parish Council's representative on that occasion. The Clerk to advise TDC.

NA

The Clerk to confirm the timings, once available, of a presentation by a potential developer of a site north of Chelsham Road to be attended by Cllrs.

SB  
ME

b) Cllrs Elmer, Mayhew and Pursehouse confirmed their availability to attend the next Parish Council Planning Committee meeting on 12<sup>th</sup> December.

DM  
JP

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

Cllr Steer had circulated details of the cost of repairs to the flagpole at The Green and the cost of a full service, by a third-party contractor, following a need to remove the flag and finial in order to avoid more damage to the pole and any risk to the public. Cllrs agreed to the repairs and a full service at an estimated cost of £630 + VAT (funded from the Council's Open Spaces reserve). Cllr Steer to arrange.

CS

In the absence of Cllr Chotai, Cllr Morrow provided a brief update on the status of new play equipment for Hamsey Green Recreation Ground – this was now dependent on the appointment by TDC of a new Project Manager (for play areas). It was agreed that once TDC had made its appointment, a meeting with TDC should be arranged by Cllr Chotai to include (subject to availability) Cllrs Adams, Chotai, Morrow, Ralph and Steer.

PC

Cllrs discussed the condition of the benches around School Common following a survey by Cllr Morrow. The Clerk to write to the Deputy Chief Executive of TDC indicating that the Parish Council may be able to support the replacement and refurbishment and of benches subject to a site visit with TDC Officers to agree the extent of remedial work. It was agreed that £4,000 from the next receipt(s) of Community Infrastructure Levy (CIL) be allocated to this project as a commitment – the Clerk to update the entry relating to support of TDC's Open Spaces Strategy on the Council's list of potential CIL projects.

SB

Cllr Pursehouse and the Clerk had recently checked the condition of the Council's manually operated salt spreader and reported that it was no longer operational and beyond repair. Cllrs approved expenditure of £1,315 (ex-VAT) for a replacement to be funded from general reserves. The Clerk to arrange delivery prior to Christmas. Cllr Adams to also approach representatives of the Church Hall to enquire whether they would be willing to provide some more space to the Council for a larger storage shed.

SB  
NA

The Clerk confirmed that he had not received any requests for banners since the last meeting.

**10. WARLINGHAM COMMUNITY LIBRARY**

Cllr Prew provided a summary of activity since the last Council meeting. This included chasing-up SCC for a copy of the new lease (relating to out of hours use) and ongoing detailed design discussions with SCC relating to the Library Refurbishment and Community Hub Project. In respect of the latter, Cllr Prew was pleased to confirm receipt of £22,750 from the Your Fund Surrey – Small Community Projects Fund (sponsored by the County Cllr).

**11. CORRESPONDENCE, CONSULTATIONS AND EVENTS**

a) Cllr Adams advised that a letter had been sent by Chelsham & Farleigh Parish Council (on behalf of local Parishes) to TDC seeking improvements to its planning enforcement service. In response, TDC had offered a site meeting with representatives from local Parish Councils to discuss the issues in more detail. Cllr Adams to keep his fellow Cllrs advised of further news.

NA

The Clerk reminded Cllrs of the Government announcement to extend the concept of devolution and further ‘County Deals’ to Surrey. At this point, no other information had been provided.

The Clerk advised that the charity events, organised by the Chairman of TDC, for Parishes has been consolidated into one Quiz Night to take place on the 2 March 2024 (at The Arc in Caterham).

ALL

Cllr Bloore outlined the proposed Warlingham West Ward polling arrangements following the recent Local Government Boundary Commission’s electoral review of Tandridge. This had created a new Polling Ward of Whyteleafe East. Cllrs discussed the longer-term option of a Community Governance Review (CGR) to bring the 326 Whyteleafe East electors into the Parish of Warlingham to align with the District Council electoral boundary. The Clerk to approach the Chairman of Whyteleafe Village Council to seek the Village Council’s view of a CGR to address this anomaly.

SB

Cllr Adams confirmed that he would attend the next Biggin Hill Noise Action Forum on the 12<sup>th</sup> December.

NA

b) Cllrs agreed to wait for Cllr Patel to be present before making arrangements for the next litter pick in Warlingham.

**12. COMMUNICATIONS**

a) Cllr Adams to prepare the next CR6 magazine article for publication in January 2024 based on the subjects of the Council’s Grant Scheme, flagpole repairs and the Library Refurbishment and Community Hub Project.

NA

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

b) The Clerk to add the Council’s opening times during the Christmas and New Year period to the Council’s notice board and website.

SB

**13. PAYMENTS**

Cllrs noted and authorised the payments advised by the Clerk. In addition, Cllrs approved the payments in respect of grants (see item 6a) which were added to the list (see Appendix 1: Schedule of Payments). The Clerk to dispense these payments.

SB

**14. NEXT MEETING(S)**

a) Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 10<sup>th</sup> January 2024.

ALL

b) Cllrs briefly discussed a provisional schedule of meeting dates for 2024 which had been circulated by the Clerk prior to the meeting. A final schedule of dates was agreed by Cllrs and the Clerk to circulate a copy to all Cllrs following the meeting.

SB

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**15. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS)  
 ACT 1960: None.**

**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2394	Fusion 3 Technical Ltd	359.98	Public address system at the Remembrance service at The Green (£299.98 net of VAT)
DD	Integrating Solutions Limited (ISL)	40.05	Library photocopier provision for August to October 2023 inc. (£33.37 net of VAT)
2395	Warlingham Flute Band	150.00	Remembrance service at The Green
2396	Mulberry & Co	396.90	Interim Internal Audit 2023/24 and travel time (£330.75 net of VAT)
2397	Simon Bold	**	Clerk's salary for November 2023 including back-dated pay
2398	Simon Bold	552.22	Reimbursement of costs incurred, including replacement for stopped cheque no. 2387 and new office phone, in November 2023
2399	Tina Picanza	**	Library Volunteer Coordinator's salary for November 2023 including back-pay
2400	Tina Picanza	10.88	Reimbursement of library costs incurred in November 2023
2401	Surrey Pension Fund	532.31	Employee and employer pension contributions for November 2023
2402	Warlingham PCC Magazine Account	50.00	Subscription (one-year) for Parish News for the library welcome packs
2403	Thomas Fattorini Ltd	642.13	Chairman's Pendant of Office - etched metal and enamel (£535.11 net of VAT)
2404	Terrain Aeration Services Ltd	3,120.00	Aeration treatment of The Green (£2,600 net of VAT)
2405	Warlingham PCC	500.00	Grant payment
2406	Blanchman's Farm Local Nature Reserve	1,500.00	Grant payment
2407	Citizens Advice Tandridge District	1,500.00	Grant payment
2408	ATG Drama Group	1,200.00	Grant payment

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<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2409	Warlingham Park Bowls Club	500.00	Grant payment
2410	- SPOILED -	00.00	- SPOILED -
2411	East Surrey Museum	500.00	Grant payment
	<b>Total</b>	<b>£13,800.09</b>	

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