

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  
email: clerk@warlingham-pc.gov.uk

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 10<sup>th</sup> JANUARY 2024**

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

*Chairman Nathan Adams, Simon Morrow,  
Anna Patel, Keith Prew and Jeremy Pursehouse*

***Attending:***

*four visitors (three part)*

*Meeting opened at 7:45pm and closed at 9:30pm*

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Robin Bloore, Perry Chotai, Matthew Elmer, Debbie Mayhew, Ed Ralph and Cindy Steer had provided their apologies prior to the meeting.

**2. CODE OF CONDUCT**

No Cllr declared any DPI and/or 'Other Interests' in respect of items on the agenda.

**3. DISPENSATION**

The Clerk confirmed that a dispensation was in place to enable the Council to remain quorate in respect of item 7c) below.

**4. MINUTES**

Cllrs approved that the Chair sign the minutes of the meeting of the 6<sup>th</sup> December 2023 as a correct record. The Clerk to display copies on the Council's notice board and website.

SB

**5. MATTERS ARISING**

Cllr Adams advised that a meeting with the Head of Planning at Tandridge District Council (TDC), prompted by concerns raised by local Parishes in relation to TDC's planning enforcement service, was yet to be arranged. He would keep Council members advised of any progress.

NA

Cllr Adams also advised that he planned to hold an informal meeting with a small number of local organisations and stakeholders later in January on the subject of a new Parish Plan. He felt that depending on the number of volunteers coming forward to help, he would look to expand discussions in February and March and hoped to galvanise support from the local community to undertake a Plan.

NA

Cllr Prew advised that Cllr Steer was due to raise the Council's request to have more space at the rear of the Hall (for a larger storage shed) with the Church Hall management committee and revert with a decision imminently.

CS

The Clerk confirmed that he would arrange a site visit with a local contractor to survey the flint wall along the boundary of the Common Land and obtain an estimate for repair.

SB

The Clerk reported that he had raised the subject of a possible Community Governance Review (CGR), as discussed by Cllrs at the last meeting, with members of Whyteleafe Village Council. He advised that a formal response would be provided after the next Whyteleafe Village Council meeting to be held later in January.

SB

**6. HIGHWAYS AND TRANSPORT**

The Clerk confirmed that he had contacted Zena Curry, of Surrey County Council (SCC) Highways, following the last meeting – as yet, he had not received a reply to the points raised by the Council. He would chase-up a reply later in January if required.

SB

The Clerk was pleased to confirm that, after monitoring the road conditions at the eastern corner of The Green for a month, flooding of the highway only followed particularly heavy rain and was temporary. At no time was the corner flooded for more than 24 hours and therefore no report of flooding had been submitted to SCC. Cllrs remarked that the nearby junction of Glebe Road and Limpsfield Road frequently flooded making it difficult for pedestrians to cross at the dropped kerbs. The Clerk to monitor and report any flooding lasting more than 24 hours to SCC and bring this matter to the attention of the senior Highways Officer (responsible for drainage and flooding) once his/her contact details had

SB

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been provided by Zena Curry.

The Clerk advised that the County Cllr for Caterham Valley and Whyteleafe had made enquiries about the feasibility of a Vehicle Activated Sign (VAS) at the lower end of Westhall Road (border of Whyteleafe and Warlingham Parishes). In response, the Clerk had provided details of the current mobile VAS arrangements between Warlingham Parish Council and SCC. The Clerk to keep Cllrs advised on any further news on this matter.

SB

The Clerk reported that TDC had advised that they would raise the need for parking enforcement along the access road to the Shoppers Car Park with the Diocese of Southwark (owners of the land).

### 7. FINANCE

- a) Cllrs acknowledged receipt of the Council's 2023/24 Financial Statement (unaudited) and Reserves Summary for the period ending 31 December 2023 which had been circulated by the Clerk prior to the meeting.
- b) Cllr Morrow reconciled these documents against the Council's bank and investment statements as at 31 December 2023.
- c) The Clerk had provided copies of the draft budget following the Council's last meeting. He advised that TDC had since provided the projected 2024-25 tax-base figure (lower than the current year) but set-out how the impact on the precept for a Band D household would be off-set by increased investment income following the Council's decision, at the last meeting, to transfer more of its reserves to the Public Sector Deposit Fund.

Cllrs discussed and agreed the final budget and precept for 2024-25. The Clerk to write to TDC by 17<sup>th</sup> January advising them of the Parish Council's precept for the next financial year.

SB

### 8. WARLINGHAM GREEN IMPROVEMENT PROJECT – PHASE ONE

Cllr Morrow provided a verbal report of the last Project Steering Committee meeting and provided an overview of other recent activity (see also item 13b). He confirmed that the Project remained on track and that the estimated costs for the Detailed Design Phase remained within budget.

Cllr Adams enquired about the appearance of the forecourt of Kens Autos – an area that did not form part of the Scheme. It was agreed that once the Project had been implemented, the Chairman and Clerk should approach the owner of Kens Autos to discuss whether they would be willing to make improvements to the surface of their forecourt area.

NA  
SB

### 9. PLANNING

- a) Cllrs Adams and Morrow provided a verbal report of the Planning Committee meetings of 12<sup>th</sup> December 2023 and 9<sup>th</sup> January 2024. Cllr Adams also confirmed that he had pre-recorded his comments in respect of 2023/443, 5 Narrow Lane, on behalf of the Parish Council, ahead of the TDC Planning Committee meeting of 11<sup>th</sup> January.
- b) Cllr Adams confirmed his availability to attend the next Committee meeting scheduled for 30<sup>th</sup> January 2024. The Clerk to check the availability of other members nearer the time.

NA  
SB

### 10. CIVILITY & RESPECT PROJECT

Cllr Adams summarised his view of this sector-wide campaign, details of which had been circulated to Cllrs prior to the meeting. Cllrs discussed the merits of adopting some of the measures outlined and decided to wait for a period of six months after the forthcoming elections before re-considering the topic.

### 11. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

- a) The Clerk reported that TDC had advised that there was currently no money 'in hand'

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to fund replacement and refurbishment of the benches around School Common although they were exploring the availability of grants etc from third parties. The Clerk to press TDC for a site visit to discuss the extent of repairs and the level of funding required. SB

Cllr Prew reported that the toilet block on School Common (Leas Road) had been closed by TDC due to a leaking roof. He had received assurances from TDC that the work to repair and re-open would be prioritised. Cllr Prew volunteered to write a short explanatory note for the Parish Council's website and to copy this to Cllr Pursehouse and the Clerk for display on the Council's Facebook page and noticeboard respectively. SB

The Clerk to ask TDC to repair the 'Public Convenience' sign and its post situated on The Green. SB

b) Cllrs agreed a banner request for an event in mid-March. The Clerk to advise the applicant accordingly. SB

c) Cllr Pursehouse provided a brief summary of the proposals to be discussed at the TDC Community Services Committee on 16<sup>th</sup> January, in respect of the future land management of Farleigh Common (Chelsham & Farleigh Parish). Cllr Adams advised that he would try and attend as an observer. Cllr Pursehouse agreed to provide a report of any decisions by TDC at the next Parish Council meeting. NA  
JP

### 12. CORRESPONDENCE, CONSULTATIONS AND EVENTS

a) The Clerk reminded those present of the Surrey Association of Local Councils "Councillors' Forum" taking place via zoom on the evening of 17<sup>th</sup> January. ALL

Cllrs agreed that the Clerk should write to the Chief Executive of the Post Office Ltd to complain about the number of times the ATM at Kwiksave is unavailable and to seek an improvement to this service on behalf of local residents and businesses. SB

Cllr Adams confirmed that he would attend the next (virtual) stakeholder briefing session by Gatwick Airport Limited in respect of airspace change proposals. NA

The Clerk reminded Cllrs about the charity quiz night for Parish Councils organised by the Chairman of TDC taking place on the 2 March 2024 (at The Arc in Caterham). ALL  
The Clerk to advise TDC that the Parish Council will field a quiz team. SB

b) Cllrs briefly discussed the timing of the next litter pick and agreed that, due to recent adverse weather and ground conditions, arrangements should be discussed and agreed at the next Council meeting in February.

c) Cllrs also discussed the timing of this year's Annual Parish Assembly and agreed a provisional time and date of 7:30pm on 29<sup>th</sup> May 2024. The Clerk to check the availability of the Village Hall. SB

### 13. COMMUNICATIONS

a) The Clerk to circulate a copy of last year's Council Tax mailing and Cllrs to provide any amendments by 24<sup>th</sup> January 2024. The Clerk to pass a summary of these proposed changes to Cllr Pursehouse so that a draft 2024/25 mailing can be circulated prior to the next Council meeting. Cllrs agreed expenditure of up to £85 for printing (from the Library Marketing budget). SB  
ALL  
JP

b) Cllr Morrow to prepare the next CR6 magazine article for publication in February 2024 on the subject of the Green Improvement Project. 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. SM  
SB

### 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  
The Clerk provided an estimate of energy costs (relating to the supply of electricity to The

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Green) based on a three-year fixed tariff arrangement following a review of the market by Utility Aid (a broker providing a price comparison service to Councils) – Cllrs agreed to stay with the existing supplier and acknowledged that the annual cost could exceed next year’s budget by approximately £125.

Cllrs agreed expenditure of up to £40 for the Clerk to attend an on-line training course that would provide an overview of the use of social media in the local Council sector.

SB

**15. NEXT MEETING(S)**

Cllrs noted that the next meeting of the Council was scheduled to take place on ALL Wednesday 7<sup>th</sup> February 2024.

**16. 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>
2412*	Simon Bold	**	Clerk’s salary for December 2023
2413*	Tina Picanza	**	Library Volunteer Coordinator’s salary for December 2023
2414*	Surrey Pension Fund	404.00	Employee and employer pension contributions for December 2023
2415*	HM Revenue & Customs	1,944.43	PAYE (Tax & NI) for Q.3. 2023/24
DD	SSE Energy Supply Limited	56.86	Power to The Green charges to November 2023 (£54.15 net of VAT)
2416	SPOILED	0.00	SPOILED
2417	Glasdon UK Limited	1,499.50	Turbocast 300 Manual Grit/Salt Spreader (£1,249.58 net of VAT).
2418	Simon Bold	40.96	Reimbursement of costs incurred in December 2023
2419	Tina Picanza	10.20	Reimbursement of library costs incurred in December 2023
2420	CCLA IM Ltd Client Money Payments Account	75,000.00	Internal transfer of funds to the Public Sector Deposit Fund (existing Investment Scheme).
	<b>Total</b>	<b>£80,667.35</b>	

\* 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