

**MINUTES OF THE MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 7th FEBRUARY 2024**

Councillors (Cllrs) present:

Chairman Nathan Adams, Perry Chotai,
Debbie Mayhew, Simon Morrow, Anna Patel,
Keith Prew and Jeremy Pursehouse

Attending:

Approx. seventy visitors (majority part)

Meeting opened at 8:00pm and closed at 10:05pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllrs Robin Bloore, Matthew Elmer, 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. MINUTES

Cllrs approved that the Chair sign the minutes of the meeting of the 10th January 2024 as a correct record. The Clerk to display copies on the Council's notice board and website.

At this point in proceedings, item 6 was brought forward. The order of items as set out in the agenda has been maintained for ease of reference.

4. MATTERS ARISING

The Clerk confirmed that he had written to Post Office Ltd about the frequently 'out-of-order' ATM on The Green. He would advise Cllrs of any response received. SB

He also confirmed that he had obtained quotations for refurbishment of the flint wall at the western edge of the Common Land (item 10 also refers).

The Clerk advised that Whyteleafe Village Council was receptive to a Community Governance Review (to commence after the local elections) to address the anomaly of Parish and District Wards boundaries no longer matching following the Local Governments Boundary Commission's review of Tandridge.

Cllr Pursehouse confirmed that the Village Hall had been booked for the Annual Village Assembly on 29th May.

Cllrs discussed the Tandridge District Council (TDC) Chairman's charity quiz night and agreed to allocate responsibility for organising the Parish Council's team to Cllr Bloore. RB

The Clerk to pass details of the event to Cllr Bloore after the meeting. SB

5. HIGHWAYS AND TRANSPORT

The Clerk advised that he had reported the blocked highways drains at the entrance to Glebe Road, just off The Green. Cllrs discussed the issue further and the Clerk to write to the drainage Maintenance Engineer at Surrey County Council (SCC) stating that rather than occasional jetting, a full investigation of the cause was required. SB

The Chairman of the Council to write to Tim Oliver seeking a response to the Parish Council's enquiries about controlling traffic speed along Sunnybank and Hillbury Road e.g. vehicle activated signage, progress on the agreed works to damaged corners and verges, and working together with SCC to improve parking enforcement. NA

Cllrs discussed the theft of the removable post on The Green outside Tesco. The Council to purchase a replacement post (from general reserves) and Cllr Prew, in conjunction with Cllr Steer, to raise the subject of costs incurred by the Council and theft prevention measures with the operator of the fish van. KP
CS

6. PLANNING

a) Cllr Mayhew provided a verbal report of the Planning Committee meeting of 30th January 2024. Cllr Prew confirmed that, as a District Cllr, he had 'called-in'

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application 2023/1351 (Cherryfield, 13 Westhall Park) to be considered at a future TDC Planning Committee meeting.

- b) Cllrs Adams, Mayhew and Patel confirmed their availability to attend the next Parish Council Planning Committee scheduled for 20th February. The Clerk to check the availability of Cllr Elmer nearer the time. NA
DM
AP
SB
- c) Cllrs discussed the presentation, by representatives of Welbeck Land on 10th January 2024, to develop land adjacent to Green Hill Lane. This presentation had been attended by a small number of Warlingham Parish Cllrs and also Cllrs from Chelsham & Farleigh Parish Council. In the absence of copies of the developers' presentation or public consultation, the Clerk was asked to contact the developer to obtain copies of their plans and details of the intended public consultation. The Clerk to emphasise that the Council would wish to see a consultation that is well publicised, accessible to all and appropriately timed. The Clerk to add that any protracted delay in consulting with the public would only serve to increase speculation and anxiety across the community of Warlingham. SB
Cllr Adams advised that he was planning to facilitate a public meeting on the 21st February at Warlingham Sports Club. His intention was to enable local residents to air their views on development in Warlingham and to invite representatives of Save Warlingham's Green Belt and members of TDC, including the Leader of the District Council, to attend. NA

The meeting was temporarily adjourned while the majority of the public left the venue.

- d) Cllrs discussed whether to consider the adoption of a protocol that would set out how Cllrs engage with potential developers of land, in and around Warlingham, in future. The Clerk to circulate some provisional dates for a meeting to discuss the topic in more detail. SB
Cllrs remarked that it would continue to be the responsibility of the Council's Planning Committee to review all planning applications (irrespective of the size and scale of any individual proposed development).

Immediately after the completion the item above, all remaining items were considered in the order set out in the published agenda, starting with item 4. Matters Arising.

7. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

- a) The Clerk advised that the broken 'public convenience' sign on The Green had been taken down (and stored) and that a request for its repair sent to TDC. Cllr Prew confirmed that TDC intended to repair and reopen the toilet block (at Leas Road) as a priority.
The Clerk to write to TDC once again, copied to Cllrs Bloore and Pursehouse, requesting that a site visit to School Common take place to discuss in detail the estimated cost of replacements and repairs to benches. SB
- b) Cllrs agreed two banner requests in respect of separate events in May and November 2024 subject to confirmation that any surplus funds would be used to benefit the community. At this stage, approval was given for one week preceding each event. Consideration of a second week would depend on further details of other events taking place around the same time. The Clerk to inform the applicant. SB
- c) Cllr Pursehouse provided a verbal summary of discussions that had taken place at the recent TDC Community Services Committee in respect of the future land management of Farleigh Common. He would keep Cllrs advised of the outcome of discussions between TDC and Merton College (landowner) and, if appropriate, provide a proposal for consideration by the Parish Council at a future meeting. JP

8. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided a verbal report of the last Warlingham Library Management Committee meeting of 24 January 2024 and included recent performance statistics and an update on the Library Refurbishment and Community Hub Project. In addition, he advised that the library had become a drop-off point for donations to the Whyteleafe Foodbank (which also served the Warlingham area).

Cllrs warmly welcomed the activities report provided by the Warlingham Community Art Fun Group and wished to record their gratitude for the Group's donations to the library. Cllrs agreed to continue the previous year's hiring arrangements for out-of-hours use by the Group across 2023-24 and into 2024-25. The Clerk to thank the group for their support and collect the annual peppercorn charge for 2023-24.

SB

9. POLICIES (AND PROCEDURES)

Cllrs reviewed and agreed the following:

- a) The Council's Risk Register following amendments proposed by Cllr Morrow.
- b) The Council's Asset Register which had been circulated by the Clerk prior to the meeting.

The Clerk to update both documents and file copies.

SB

10. COMMUNITY INFRASTRUCTURE LEVY

Cllrs reviewed the list of potential Community Infrastructure Levy funded projects. New entries were made for a replacement storage shed (for snow equipment and other Council equipment), repair of the power supply to the lights around the War Memorial, refurbishment of the flint wall at the western edge of the Common Land and the Green Improvement Project – Phase 2. In addition, Cllrs amended the estimated costs and priority levels of some of the projects already on the list. The Clerk to record all these changes and bring the topic back for review within the next six months.

SB

11. CORRESPONDENCE, CONSULTATIONS AND EVENTS

- a) Cllr Adams advised that he had recently attended an airspace change stakeholder briefing by representatives of Gatwick Airport and that there was nothing substantive to report on this occasion. He also intended to participate in future meetings of the Biggin Hill Noise Action Forum.

NA

Cllr Pursehouse reminded Cllrs of the invitation to attend the official opening of the Blanchman's Farm Local Nature Reserve All-Abilities trackway on 22nd February. The Clerk reminded Cllrs of the SCC Rights of Way Improvement Plan Survey due to close on 10th March 2024.

ALL

The Clerk enquired whether any Cllr wished to organise a Warlingham Walks event – these had been well attended by residents in the past. No-one present volunteered to take this forward.

- b) Cllr Patel volunteered to organise the Council's next litter pick of the Common Land – most Cllrs were available to assist on 9th March between 10-11am. The Clerk to display a notice seeking additional volunteers on the notice board on The Green.

ALL
 SB

12. COMMUNICATIONS

- a) Cllrs discussed the draft Council Tax leaflet, circulated prior to the meeting, and agreed the content subject to a change of one photo. Cllr Pursehouse to finalise the document by 12th February to enable the Clerk to send for printing.

JP

- b) The Clerk to use the poster advertising the Council's next litter pick as the Council's article for publication in the March 2024 edition of CR6 magazine. The Clerk to provide a copy to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively.

SB
 KP
 JP

13. PAYMENTS

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in

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Appendix 1: Schedule of Payments, totalling £12,169.30 (see below). The Clerk to SB
 dispense these payments.

Cllrs agreed expenditure of £180 (plus VAT) for the Clerk to attend an on-line training SB
 course organised by the Society of Local Council Clerks covering the subject of
 leadership. The Clerk to book this training.

14. NEXT MEETING(S)

Cllrs noted that the next meeting of the Council was scheduled to take place on ALL
 Wednesday 6th March 2024.

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

None.

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2421	Surrey County Council	6,667.20	Library Staff Recharge Q3 2023/2024 (£5,556 net of VAT)
2422	Glassfibre Flagpoles Limited	801.48	Flagpole repairs and full service (£667.90 net of VAT)
2423	Ultralite Ltd	1,320.00	Replacement LED Christmas Lights on The Green (£1,100 net of VAT)
2424	Warlingham Christmas Lights Committee	£900.00	Balance of grant award of £2,000 to the Christmas Lights Committee
2425	Surrey County Playing Fields Association	10.00	Annual Affiliation Fee (2023/24)
2426	Simon Bold	**	Clerk's salary for January 2024
2427	Simon Bold	188.58	Reimbursement of costs incurred in January 2024 including printer inks (£95.90) and training (£39.22).
2428	Tina Picanza	**	Library Volunteer Coordinator's salary for January.
2429	Tina Picanza	5.14	Reimbursement of library costs incurred in January.
2430	Surrey Pension Fund	404.00	Employee and employer pension contributions for January 2024
2431	Society of Local Council Clerks	148.00	Membership subscription (2024/2025)
	Total	£12,169.30	

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