

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 6<sup>th</sup> MARCH 2024**

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

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

***Attending:***

*one visitor (part)*

*Meeting opened at 7:45pm and closed at 9:10pm*

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Nathan Adams (Council Chairman), Perry Chotai, Matthew Elmer and Cindy Steer had provided their apologies prior to the meeting. In the absence of Cllr Adams, Cllr Morrow (Vice-Chairman of the Council) chaired the meeting.

**2. CODE OF CONDUCT**

Cllr Ralph declared his Disclosable Pecuniary Interest (DPI) in respect of item 12. Cllrs Pursehouse and Ralph declared an 'Other Interest' in respect of item 6b. No other 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 7<sup>th</sup> February 2024 as a correct record. The Clerk to display copies on the Council's notice board and website.

SB

**4. MATTERS ARISING**

Cllrs acknowledged that any repairs to the flint wall (running along the western boundary of the Common Land) would be dependent on the availability of sufficient Community Infrastructure Levy funds. The Clerk confirmed that tree work at the Common Land, following approval at the November meeting, had been scheduled but was delayed due to exceptionally wet ground conditions – Cllrs noted and agreed the expenditure of £4,730 for this work.

**5. HIGHWAYS AND TRANSPORT**

The Clerk advised that he had chased-up Zena Curry of Surrey County Council (SCC) Highways in respect of all the ongoing topics (following the site visit last year). Cllr Adams had also written to Tim Oliver, Leader of the County Council, who had given assurances that further news would be forthcoming. Cllrs remarked that Cllr Adams should chase again if necessary.

NA

The Clerk to chase-up SCC for a full investigation of the causes of the temporary flooding at the eastern end of The Green at the junction with Glebe Road (and copy this correspondence to the Green Improvement Scheme Design Manager). The Clerk reported that the blocked drains at the entrance to Glebe Road had been cleared since the last meeting.

SB

Cllr Prew confirmed that he had spoken to staff operating the fish van at The Green and received confirmation that the removable post would be locked back in position every time the van is parked up.

The Clerk to check the condition of the widened corners at Crewes Close and to report any broken or loose surface material to SCC. Cllr Ralph to report the road works equipment left by SCC (also at Crewes Close).

SB  
ER

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

a) Cllr Bloore agreed to contact the Deputy Chief Executive of Tandridge District Council (TDC) seeking confirmation of a site visit to discuss the repair and replacement of benches around School Common. He would also chase-up progress on the re-opening of the public toilet off Leas Road.

RB

Cllr Bloore to obtain an indicative cost for cleaning the War Memorial for discussion

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- at a future meeting. RB
- b) Cllrs agreed two banner requests in respect of separate events in May and June 2024. The Clerk to advise the applicant in each case. Cllrs requested that a review of the Banner Policy take place at the next meeting which the Clerk noted. SB
- c) Cllr Pursehouse provided a verbal report of recent activities relating to the future land management of Farleigh Common. A meeting between Merton College and TDC had taken place in February and a draft Heads of Terms was currently with the legal department of TDC. He would provide a proposal for consideration by the Parish Council at the earliest opportunity. JP
- 7. PLANNING**
- Cllrs Mayhew and Patel confirmed their availability to attend the next Planning Committee meeting scheduled for 12<sup>th</sup> March 2024. The Clerk to check the availability of Cllr Elmer and reserve Committee members (who were not present) following the meeting. DM  
AP  
SB
- The Clerk advised that Wellbeck Land had been in touch since the last meeting in respect of their proposal to develop land adjacent to Green Hill Lane. It was their intention to conduct a public consultation shortly and to keep the Parish Council apprised of timings and details nearer the time. The recent public meeting in respect of this site had been attended by several hundred people and also elected representatives from various Councils including the Leader of TDC.
- 8. STAFFING**
- In light of the personal and confidential nature of the Clerk's appraisal, Cllrs resolved to move this item to sub-section 2 of the agenda, with the public excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960 (see item 13 below).
- At the end of the above item, members of the public were able to re-enter the meeting and remain until the end.*
- 9. CORRESPONDENCE, CONSULTATIONS AND EVENTS** SM
- a) No correspondence or consultations were discussed on this occasion. AP
- b) Cllrs Morrow, Patel, Prew and Pursehouse confirmed that they would attend the litter pick scheduled for 9<sup>th</sup> March, starting at 10am at the Common Land. The Clerk to supply litter pickers and the risk assessment to Cllr Patel. KP  
JP  
SB
- 10. COMMUNICATIONS**
- The Clerk to write the CR6 magazine article for April on the subject of the management of the Common Land and report on the litter pick (see item 9b). SB  
KP
- The Clerk to provide a copy to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. JP
- 11. MEETINGS**
- a) Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 10<sup>th</sup> April 2024. ALL
- b) Cllrs discussed preparations for the Annual Parish Assembly scheduled to take place on 29<sup>th</sup> May 2024. Cllrs Prew and Pursehouse to invite the Chief Planning Officer at TDC to be guest speaker. Cllrs approved maximum expenditure of £100 for refreshments and up to £100 to amend the banners for display on The Green. The Clerk to invite local County Cllr Becky Rush to attend as well. KP  
JP  
SB
- 12. PAYMENTS**
- Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £21,457.97 (see below). The Clerk to dispense these payments. SB
- Cllrs discussed a training course called "The Essentials of Pre-application Meetings and Discussions" provided by the Surrey Association of Local Councils. The Clerk to SB

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circulate details to all Cllrs and to book up to two places (maximum expenditure of ALL £100). In conjunction with this, it was decided to delay any discussion on the adoption of a pre-application planning protocol until after the training course. Cllrs acknowledged that, as a result, any meeting about the protocol would have to wait until June 2024 at the earliest.

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

Cllrs decided to defer any decision in respect of item 8 Staffing until a future meeting attended by Cllr Adams.

**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2432	Society of Local Council Clerks	149.00	To replace cheque no. 2431 for £148 (spoiled) in order to reflect correct invoice amount (+£1).
DD	Integrating Solutions Ltd (ISL)	38.56	Library photocopier provision for November to January inclusive (£32.14 net of VAT)
2433	Society of Local Council Clerks	216.00	Leadership skills training course – Clerk (£180 net of VAT)
2434	Surrey County Council	5,000.00	Green Improvement Scheme – Detailed Design Phase (Funding Schedule Item 4)
2435	Simon Bold	**	Clerk’s salary for February 2024 (incl. additional hours relating to the Green Improvement Scheme)
2436	Simon Bold	481.64	Reimbursement of costs incurred in February 2024 including stainless bollard (£270) and A5 flyer printing (£82)
2437	Tina Picanza	**	Library Volunteer Coordinator’s salary for February 2024
2438	Surrey Pension Fund	404.00	Employee and employer pension contributions for February 2024
2439	Surrey County Council	6,667.20	Library Staff Recharge Q4 2023/2024 (£5,556 net of VAT)
2440	Nick Dance (Agricultural Contractor)	720.00	Removal of a large dead conifer and installation of a bund at the Common Land (£600 net of VAT)
2441	Fusion 3 Technical Ltd	180.00	PA for a public meeting attended by Cllrs (£150 net of VAT)
2442	Down to Earth Trees Ltd	5,676.00	Tree works at the Parish Council owned Common Land (£4,730 net of VAT)
	<b>Total</b>	<b>£21,457.97</b>	

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