

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

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

*Simon Morrow (acting Chairman), Robin Bloore,  
Perry Chotai, Matthew Elmer, Debbie Mayhew,  
Anna Patel and Jeremy Pursehouse.*

***Attending:***

*Seven visitors (two part)*

*Meeting opened at 7:45pm and closed at 9:35pm*

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Nathan Adams (Council Chairman), Keith Prew, Ed Ralph 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 Pursehouse declared an ‘Other Interest’ in respect of Warlingham Fair (see item 14 below). 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 6<sup>th</sup> March 2024 as a correct record. The Clerk to display copies on the Council’s notice board and website.

SB

**4. MATTERS ARISING**

Cllr Pursehouse provided a verbal report of recent discussions about the future land management of Farleigh Common between Tandridge District Council (TDC) and Merton Collage. A draft Heads of Terms was expected from TDC for consideration by Warlingham and Chelsham & Farleigh Parish Councils.

Cllrs wished to see greater progress in negotiations and to this end, Cllr Pursehouse agreed to draw up a time-table for future discussions and delivery of a management plan. Cllr Pursehouse to circulate this to Cllrs for comment before sending to TDC. Cllr Pursehouse added that in the meantime Merton College (freeholder) retained full responsibility for managing the Common.

JP

The Clerk advised that the delayed tree work (due to some areas of waterlogged ground) at the Council’s Common Land had been re-scheduled to take place in the next couple of weeks.

Cllr Chotai advised that TDC had recently appointed a Communities Project Manager who would join Parish Cllrs on a site visit to the play area at Hamsey Green Recreation Ground later in the month to discuss the acquisition of new play equipment.

PC

The Clerk advised that the Head of Service, Surrey County Council (SCC) Libraries had been asked to urgently arrange a meeting at Warlingham Community Library between SCC’s building contractor and Cllr Prew in order to finalise the scope of refurbishment work and the related costs. The Clerk reminded Cllrs that this phase of the library’s refurbishment was dependent on a grant from ‘Your Fund Surrey Community Fund’ which included a deadline for the commissioning of work which would need to be met.

**5. FINANCE**

a) Cllrs acknowledged receipt of the 2023/24 year-end Financial Statement (unaudited) circulated prior to the meeting by the Clerk. Cllr Bloore reconciled this report with the Council’s bank and investment statements dated 31 March 2024.

b) Cllrs discussed the levels of earmarked reserves for the new financial year. The Clerk to increase the amounts for “SCC Members’ Allowance Match-funding” and “TDC Match-Funding” (to achieve starting balances for 2024/25 of £6,000 and £5,500 respectively) to

SB

reflect the intentions of the agreed budget.

- c) Cllrs reviewed and agreed the Council’s Community Infrastructure Levy Annual Spending Form for 2023/24. The Clerk to send this to TDC prior to 31 May 2024. SB

**6. HIGHWAYS AND TRANSPORT**

Cllr Morrow and the Clerk had attended an on-line meeting with SCC Officers to discuss all the outstanding topics from the site visit which had taken place with Tim Oliver, Leader of Surrey County Council in late 2023. A report of the meeting had been circulated to Cllrs prior to the meeting. The Clerk to write to SCC Highways confirming that Cllrs were happy with the design proposal for corner repair in Verdayne Gardens (to be fully funded by SCC). SB  
 SB

Cllrs agreed that the level of parking enforcement (as evidenced by SCC’s data) was disappointing but were pleased to see that future enforcement by SCC would include four ‘problem’ areas as requested by the Parish Council. The Clerk to write requesting that SCC provide further parking enforcement data, and arrange a follow-up meeting, in six months’ time. RB  
 Cllrs Bloore, Morrow and Pursehouse to inspect the entire road surface of Verdayne Gardens and Hamsey Green Gardens to ascertain whether re-surfacing of the highway should be prioritised and a request made to SCC. SM  
 JP

Cllr Morrow advised that the SCC Project Manager to the Green Improvement Scheme was liaising with colleagues to see whether work to improve the drainage of The Green at the eastern end and around the junction with Glebe Road could be completed prior to resurfacing of the roadway around The Green (scheduled for later in the year).

Cllrs noted that the Road Safety Team of SCC was currently assessing appropriate locations for new posts for Vehicle Activated Signage (VAS), to indicate traffic speed, for both Sunny Bank and Hillbury Road. The Clerk to add an item to the Parish Council’s meeting agenda for June about the future management of the existing mobile VAS equipment in Warlingham. SB

Cllr Pursehouse agreed to speak to David Ford, Chief Executive of TDC, to seek progress on the enforcement of double-yellow lines along the entrance to Spear Close / Shoppers Car Park. JP

**7. WARLINGHAM GREEN IMPROVEMENT PROJECT – PHASE ONE**

Cllr Morrow provided a verbal summary of the most recent Project Steering Committee meeting and an overview of other recent activity. This included confirmation that letters relating to the focussed consultation of property owners around The Green (residents and businesses), with respect to the latest detailed design, had been distributed. A review of feedback would take place later in the month.

He was pleased to advise that the estimated cost of the current phase of the project remained within budget. Cllr Morrow also confirmed that 81.9% of the £5,000 paid to SCC for work completed so far had already been reimbursed to the Parish Council by TDC (in accordance with the terms of the Grant Agreement).

Cllrs agreed that a pre-planning application should be made by the Clerk to TDC in respect of the proposed new section of path and minor changes to the existing paths on The Green (see also item 14). SB

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

a) Cllr Bloore advised that TDC had done some work on a number of the benches around School Common which, in his opinion, left only one bench requiring replacement. Cllrs noted this but requested that a site visit with TDC still take place to review the condition and maintenance of benches. Cllr Bloore to ask TDC once again for a site visit. RB

Cllr Bloore also advised that he had obtained a quotation for the cleaning of the War Memorial on The Green. Cllr Pursehouse offered to find out the cost of scaffolding so that Cllr Bloore could present a fully costed proposal at either the May or June Council meeting. JP  
 RB

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The Clerk had obtained a quote for annual hanging baskets around The Green and watering of the planters outside the Tesco Store during the summer. Cllrs approved expenditure of £2,645 (net) which was only £5 above the budget for 2024/25.

The subject of planting options for the bunds on School Common was raised and this was carried forward for discussion by the Council in early Autumn.

- b) The Clerk confirmed that no banner requests had been received since the last meeting.
- c) Cllrs reviewed and discussed the Council’s banner policy. The Clerk to make two amendments and add copies of the revised Policy to the notice board on The Green and the Council’s website.

SB

**9. PLANNING**

- a) Cllr Elmer provided a verbal summary of the Planning Committee meetings of 12<sup>th</sup> March and 9<sup>th</sup> April 2024.
- b) Cllrs Elmer, Mayhew and Patel confirmed their availability to attend the next Parish Council Planning Committee meeting scheduled for 23<sup>rd</sup> April 2024.

ME  
DM  
AP

**10. STAFFING**

In light of the personal and confidential nature of the Clerk’s appraisal, Cllrs resolved to deal with this item under sub-section 2 of the agenda with the public excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

*This agenda item was carried forward to be dealt with after item 14. At that point, all members of the public left the meeting while the item was considered by Cllrs. The meeting ended immediately afterwards. The order of items, as set out in the published agenda, has been maintained for ease of reference.*

**11. CORRESPONDENCE, CONSULTATIONS AND EVENTS**

The Clerk to circulate an invitation to all Cllrs from the Surrey Association of Local Councils to their ‘Councillors’ Forum’ scheduled for the evening of Wednesday 24<sup>th</sup> April (via Zoom).

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The Clerk to re-send the Council’s existing comments and concerns in respect of the Covers Quarry planning application in response to a further consultation by Kent County Council.

The Clerk to arrange an informal meeting with Cala Homes (South Home Counties) with respect to their intended schedule of construction work at the land west of Limpsfield Road. Cllrs Bloore, Morrow and Pursehouse expressed an interest to attend.

SB  
RB  
SM

The Clerk to speak to Cllr Adams about the commemoration of the 80<sup>th</sup> anniversary of D-Day.

JP  
SB

**12. COMMUNICATIONS**

The Clerk to provide the editors of CR6 with information about the Annual Parish Assembly to enable them to publicise the event in the next edition of the magazine. Cllrs Prew and Pursehouse to also publicise the Assembly on the Council’s website and Facebook page respectively nearer the time.

SB  
KP  
JP

**13. MEETING(S)**

- a) Cllrs noted that the Annual meeting of the Council was scheduled to take place on Wednesday 15<sup>th</sup> May 2024.

ALL

- b) In respect of the Annual Parish Assembly scheduled for 29<sup>th</sup> May 2024, Cllrs discussed and agreed the basic arrangements including the procurement of suitable I.T. equipment and PA System at a net cost of £280. Cllrs noted that costs of the Assembly on this occasion would be over budget and asked the Clerk to make a note for next year’s budget calculations. The new Chair and Vice-Chair to draft the Parish Council’s presentation. The Clerk to invite stallholders to attend (based on those organisations that had recently received Parish Council grants and other voluntary community groups). The

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Clerk confirmed that the Head of Planning at TDC had been invited as well as County Cllr Becky Rush.

**14. PAYMENTS**

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £6,587.65 (see below). The Clerk to dispense these payments. SB

Cllrs agreed expenditure of £150 (plus VAT) for an electrical contractor to carry out an investigation of the intermittent fault with the War Memorial Lighting at The Green (funded from the 'Open Spaces & Appearance' earmarked reserve). The Clerk to procure. SB

Cllrs also agreed expenditure of circa £200 (from general reserves) for a pre-planning application to be made to TDC in respect of proposed work at The Green as part of Phase 1 of the Green Improvement Scheme (see also item 7 above).

Cllrs re-confirmed planned expenditure of £1,200 (ex-VAT), from the 'Common Land' earmarked reserve, to clear low branches and flail brambles back from around the perimeter of each field.

Cllrs agreed to fund two stalls - one for the Parish Council and another for the Warlingham Community Library - at the Warlingham Fair in June for a maximum cost of £85. The Clerk to book these stalls. SB

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

Cllrs approved the Clerk's appraisal (item 10 above refers). The Chairman of the Council and Clerk to sign a copy for filing by the Clerk. NA  
SB

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**Appendix 1: Schedule of Payments**

Chq No.	Payee	Amount £	Comments
2443	Simon Bold	40.96	Reimbursement of costs incurred in December 2023 (a replacement for cheque no: 2418)
DD	SSE Energy Supply Limited	36.04	Power to The Green charges (£34.32 net of VAT)
2444	London Green Belt Council	25.00	Annual subscription 2024
2445	Mulberry & Co	90.00	Training – The Essentials of Pre-application Meetings - for two delegates (£75 net of VAT)
2446	Surrey ALC Limited	2,322.93	Subscription including the National Association of Local Councils for 2024/25
2447	Simon Bold	**	Clerk’s salary (including Green Improvement additional hours) for March 2024
2448	Simon Bold	53.71	Reimbursement of costs incurred in March 2024
2449	Tina Picanza	**	Library Volunteer Coordinator’s salary for March 2024
2450	Tina Picanza	33.77	Reimbursement of library costs incurred in February and March 2024
2451	Surrey Pension Fund	404.00	Employee and employer pension contributions for March 2024
2452	HM Revenue & Customs	1,740.37	PAYE (Tax & NI) for Q4 2023/24
	<b>Total</b>	<b>£6,587.65</b>	

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