

**MINUTES OF THE ANNUAL MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 15th MAY 2024**

Councillors (Cllrs) present:

*Jeremy Pursehouse (Chairman), Nathan Adams,
Robin Bloore, Angus Bransby, Perry Chotai,
Simon Morrow, Keith Prew, Ed Ralph and
Michael Whittington.*

Attending:

three visitors (all part)

Meeting opened at 7:55pm and closed at 9:45pm

In attendance: Simon Bold, Clerk

1. TO ELECT THE CHAIRMAN OF THE COUNCIL

Cllr Adams presided for the vote of Chairman*. Cllr Pursehouse was nominated by Cllr Morrow which Cllr Chotai seconded. No other nomination was received and Cllr Pursehouse was confirmed as Chairman.

Cllr Pursehouse completed a Declaration of Acceptance of Office – Chairman’s version.

The Clerk to notify Tandridge District Council (TDC), the Surrey Association of Local Councils (SALC) and the external auditor of the appointment of the new Chairman.

SB

Cllr Pursehouse took over the Chairmanship of the meeting from this point.

2. TO ELECT A VICE-CHAIRMAN OF THE COUNCIL (OPTIONAL)

Cllr Chotai was nominated by Cllr Morrow which Cllr Pursehouse seconded. Cllr Adams was nominated by Cllr Bloore which Cllr Prew seconded. No other nomination was received. A majority of Cllrs voted Cllr Chotai to be Vice-Chairman.

Cllr Chotai completed a Declaration of Acceptance of Office – Vice-Chairman’s version.

3. APOLOGIES FOR ABSENCE

Cllrs Vikram Doshi and Anna Patel had provided their apologies prior to the meeting.

4. CODE OF MEMBERS’ CONDUCT & REMAINING DECLARATIONS OF ACCEPTANCE OF OFFICE

The Clerk confirmed that he had received:

a) A completed Notification of Disclosable Pecuniary & Other Interest(s) Form from each Cllr except Cllrs Doshi and Patel.

b) A signed Declaration of Acceptance of Office from all Cllrs except Cllrs Doshi and Patel.

Cllrs acknowledged that it would be necessary for the Clerk to obtain completed Notification of Interests and Declarations of Office forms from Cllrs Doshi and Patel before the end of the month. The Clerk to then compile a Register of Cllrs’ Interests and copy this, along with each Cllrs’ Acceptance of Office, to TDC. The Clerk to also upload the Register of Interests to the Council’s website and display a list of Cllrs’ contact details on the Council’s noticeboard.

VD

AP

SB

All new Cllrs were asked to provide to the Clerk a head-and-shoulders portrait photograph and brief statement for the Clerk to upload to the Council’s website.

AB

MW

No Cllr declared a Disclosable Pecuniary Interest and/or Other Interest in respect of items on the agenda.

SB

5. GENERAL POWER OF COMPETENCE (GPC)

Cllr Pursehouse and the Clerk summarised the details of the GPC. Cllrs acknowledged that the Council met the qualifying criteria. The Council resolved to adopt the GPC.

6. MINUTES

Cllrs approved that the Chair sign the minutes of the meeting of the 10th April 2024 as a

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correct record. The Clerk to display copies on the Council's notice board and website. SB

7. MATTERS ARISING (for information only)

With respect to the future land management of Farleigh Common, Cllr Pursehouse confirmed that discussions between TDC and Merton College were ongoing but that there was no substantive news at this stage. He would continue to monitor and report back to the Parish Council. JP

The Clerk to write to CALA Homes seeking a local meeting with Cllrs about ongoing work at the site off Limpsfield Road and to obtain the contact details, if available, of their Community Liaison Officer (or equivalent). SB

8. PLANNING COMMITTEE

a) Cllrs reviewed the Committee's Terms of Reference and decided to increase the number of Cllr Committee members to four and make clear that all Committee members, both Cllr and non-Cllr members, must withdraw from a meeting when there is a matter in which they have a disclosable pecuniary interest and/or 'Other Interest' of relevance.

The Clerk to upload a copy of the updated Terms of Reference to the Council's website. SB

b) Cllrs Bransby, Morrow, Patel and Whittington were appointed to the Committee. The Clerk confirmed that Lauren Gates was content to remain a non-Cllr member of the Committee.

c) All Committee members confirmed their availability to attend a re-scheduled Committee meeting on 28th May 2024.

9. OTHER APPOINTMENTS AND RESPONSIBILITIES

The Council agreed to dissolve the Warlingham Community Library Working Group which had not be active for some time. In respect of the Warlingham Green Improvement Project Steering Committee, it was agreed that the number of Council members be reduced to five. The Clerk to upload a copy of the revised Terms of Reference to the Council's website. SB

a) Cllrs agreed the appointment of Council members to its Committees and the Remembrance Day Working Group as well as its representatives to Outside Bodies. In respect of the Warlingham Green Improvement Project Steering Committee, Cllr Morrow was appointed Chairman (see Appendix 2).

b) Cllrs agreed the allocation of other responsibilities to Cllrs. The Clerk to invite Ian Dale, the current volunteer Snow Clearing Coordinator, to continue in the role (see Appendix 2). SB

10. WARLINGHAM COMMUNITY LIBRARY

a) Cllr Prew provided a verbal report of the Warlingham Library Management Committee meeting held on 24 April 2024. In addition, he advised that he, Cllr Morrow and the Clerk had reviewed the draft lease (relating to 'out-of-hours' operation of the library) recently provided by Surrey County Council (SCC). The Clerk to request a review of the document by the SALC solicitor before sending any requests for amendments to SCC. SB

Cllr Prew confirmed that he was waiting for an estimate of costs relating to the refurbishment of the library (Library Refurbishment and Community Hub project - Phase One) from Macro, SCC's chosen contractor, and that he had asked the Community Partnership Library team at SCC to help chase this up. He would report back at a future Council meeting. KP

The Clerk advised that he had taken over responsibility for library bookings from Anne Tuffill, one of the library's most experienced and long-standing volunteers. Cllrs took the opportunity to express their gratitude to Anne for all her support over

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many years.

It was also noted that the Clerk was now responsible for the line management of the Library Volunteer Coordinator.

- b) Cllrs discussed the hire charge for 'out-of-hours' use of the library and agreed to maintain the current hourly rate of £7, subject to further review once Phase One of the refurbishment had been completed (which will provide enhanced meeting facilities).

11. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

- a) Cllr Bloore advised that TDC had agreed to refurbish all of the benches around School Common. This included work to some concrete foundations and the cutting back of encroaching vegetation. Cllr Bloore, in conjunction with Cllr Morrow, proposed that the Council use the £4,000 of Community Infrastructure Levy (CIL) funds reserved for the above purposes, to purchase four new benches. Cllrs agreed this proposal and Cllr Bloore to write to TDC, copied to the Clerk, making the proposal and seeking clarification on who would be responsible for installation.

RB

Cllr Bloore to provide a fully costed proposal to clean the War Memorial, including scaffolding, by the June Council meeting.

RB

The Clerk had provided a quotation for the repair of the electrical cable supplying one of the two lights at the War Memorial on The Green as well as a quotation for this repair and the installation of two additional lights. Cllrs agreed to expenditure of £1,260 (net of VAT) for the repair and new lights from the Council's Open Spaces & Appearance earmarked reserve. The Clerk to commission the work.

Cllr Morrow advised that he and Cllr Ralph had attended a site visit at Hamsey Green Recreation Ground with Catherine Dainkeh, TDC's new Project Manager Communities. Cllrs agreed that Cllr Morrow should invite Catherine to the July Council meeting to describe, in detail, proposals for improvements to the play equipment at Hamsey Green Recreation Ground and the wider strategy for play equipment provision across the District.

SB

SM

With respect to a discussion about the management of the Common Land and the confidential matter of access and security, 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.

The discussion about the Common Land was carried forward and dealt with after item 16. At that point, all members of the public left the meeting while the item was discussed by Cllrs. The meeting ended immediately afterwards (see item 17).

- b) The Clerk confirmed that no banner requests had been received since the last meeting.

12. CORRESPONDENCE, CONSULTATIONS AND EVENTS

Cllrs discussed preparations for the Annual Parish Meeting. Despite the efforts of various Cllrs, the availability of a guest speaker was in doubt. Cllr Pursehouse asked Cllrs to confirm by the end of the week who would be available to speak at the meeting. Cllr Pursehouse agreed to prepare, with the help of Cllrs Morrow and Prew, the Council's PowerPoint presentation for the event.

ALL

AP

SM

KP

Cllrs also discussed the Council's presence at the Warlingham Fair. Cllr Chotai agreed to represent the Council during the opening parade and ceremony. The Clerk to circulate a rota and invite all Cllrs to confirm their availability to attend the Fair for an hour or so between 11am and 4pm and to help with the setting up and taking down on the day.

PC

SB

Cllr Bransby asked that the Council consider contributing a regular article to the Parish News – Cllr Pursehouse agreed to consider this.

JP

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13. INSURANCE

The Clerk had circulated the Council's insurance details and renewal terms prior to the meeting (which formed part of a three-year long-term agreement). Cllrs acknowledged that the insurance was sufficient to cover the Council's insurable assets and that the cost was below the 2024/25 budget figure. Cllrs agreed the renewal and the Clerk to send the Council's payment prior to the end of the month.

SB

14. AUDIT 2023/24

Cllrs acknowledged receipt of the audit papers in respect of the Annual Governance and Accountability Return (AGAR) 2023/24 circulated by the Clerk, acting as the Council's Responsible Finance Officer, prior to the meeting.

- a) Cllr noted the contents of the Annual Internal Audit Report for 2023/24 and agreed that no action was required on this occasion.
- b) Cllrs considered the Annual Governance Statement for 2023/24 (AGAR Form 3, Section 1) which they then approved and which Cllr Pursehouse (Chairman) signed.
- c) Cllrs considered and discussed the Accounting Statements for 2023/24 (AGAR Form 3, Section 2) before agreeing the figures. Cllr Pursehouse signed the form.

The Clerk to display the Notice of Public Rights prior to 1st July and to send off the completed audit papers to the external auditor no later than 30th June.

SB

15. PAYMENTS AND EXPENDITURE

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £7,482.10 (see below). The Clerk to dispense these payments.

Cllrs approved expenditure from the Council's training budget for Cllrs Bransby and Whittington to attend 'Introduction to Planning' training, provided by SALC, at a cost of £50 per person. Cllrs also approved 'New Councillor Training' and 'New Chairman' training at a cost of £45 per person.

The Clerk raised the need to service or repair the Library Volunteers Coordinator's laptop as it was only working intermittently. Cllrs discussed the cost of repair and felt that, in fact, it was better to invest in a new device. Cllrs approved expenditure of up to £400 for a new laptop using the Council's Technology earmarked reserve. The Clerk to liaise with Cllrs Adams and Prew before procuring a new device.

SB
NA
KP

The Clerk raised the potential need to repair an area of tarmac around a telecom inspection chamber in the car park of the Common Land, near to St Christopher's Church. The Clerk to contact Openreach to request that they repair the inspection chamber before taking any other action.

SB

16. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 5th June 2024. The Clerk had provided a schedule of meeting dates for the remainder of the calendar year to Cllrs prior to the meeting.

ALL

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

Cllrs approved expenditure of a maximum of £5,000 from CIL reserves in order to address access issues raised by Cllr Pursehouse and the Clerk. The Clerk to procure the services of a contractor to install sections of bund.

Cllrs noted that the Council had received £9,746 of new CIL funds from TDC in mid-April.

** The first item on the agenda was chaired by the current Chairman of the Council in accordance with Council Standing Order 5i)*

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2453	Simon Bold	**	Clerk’s salary for April 2024
2454	Tina Picanza	**	Library Volunteer Coordinator’s salary for April
2455	Surrey Pension Fund	505.12	Employee and employer pension contributions for April 2024
2456	Zurich Municipal	1,121.92	Annual Insurance Policy 2024/25 premium
2457	CJS Plants Ltd	3,174.00	Annual supply/maintenance of hanging baskets and summer watering of planters (£2,645 net of VAT)
2458	DM Payroll Services Ltd	132.00	Administration of payroll for 2024/25
2459	Mulberry Local Authority Services Ltd	161.88	Year-end Internal Audit for 2023/24 including travel costs (£134.90 net of VAT)
2460	Simon Bold	29.73	Reimbursement of costs incurred in April / May 2024
2461	Tina Picanza	12.73	Reimbursement of library costs incurred in April 2024
2462	Watt Electrical Services Ltd	180.00	Electrical investigation work (£150 net of VAT)
2463	C.S.Podd & Son Ltd	66.00	Annual Parish Meeting banner patches (£55 net of VAT)
2464	Warlingham Fair Committee	70.00	Stallholder pitches for the Parish Council and Warlingham Community Library
	Total	£7,482.10	

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

Appendix 2: Committees, Working Groups and other responsibilities

COMMITTEES & WORKING GROUPS (Council Appointees):
PLANNING COMMITTEE Angus Bransby, Simon Morrow, Anna Patel, Michael Whittington (reserves: Nathan Adams and Jeremy Pursehouse)
REMEMBRANCE DAY WORKING GROUP Nathan Adams, Angus Bransby and Jeremy Pursehouse.
WARLINGHAM GREEN IMPROVEMENT PROJECT STEERING COMMITTEE Simon Morrow (Chair), Angus Bransby, Keith Prew, Jeremy Pursehouse and Michael Whittington
WARLINGHAM LIBRARY MANAGEMENT COMMITTEE Keith Prew (Chair), Perry Chotai and Simon Morrow

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RESPONSIBILITIES (including any delegations to non-members):

BIGGIN HILL AND GATWICK AIRPORTS LIAISON Nathan Adams
COMMON LAND Anna Patel and Jeremy Pursehouse
PUBLIC ACCESS DEFIBRILLATOR (LIBRARY) Nathan Adams
PUBLICITY Jeremy Pursehouse (as Council Chairman) in partnership with the Clerk
SNOW CLEARING COORDINATOR <i>Ian Dale (non-member / volunteer)</i>
WARLINGHAM APPEARANCE Anna Patel
WAR MEMORIAL Robin Bloore and Michael Whittington
WEBSITE & FACEBOOK Keith Prew and Jeremy Pursehouse (respectively) in partnership with the Clerk.

OUTSIDE BODIES (Council representatives):

BLANCHMAN'S FARM LOCAL NATURE RESERVE Angus Bransby
CHRISTMAS LIGHTS COMMITTEE Nathan Adams
SURREY ASSOCIATION OF LOCAL COUNCILS Jeremy Pursehouse (as Council Chairman) and Perry Chotai (as Council Vice-Chairman)
SURREY RAIL FORUM AND EAST SURREY TRANSPORT COMMITTEE Simon Morrow
WARLINGHAM AND CHELSHAM RELIEF IN NEED Ed Ralph
WARLINGHAM CHURCH HALL MANAGEMENT COMMITTEE[#] Perry Chotai
WARLINGHAM EVENTS COMMITTEE Robin Bloore
WARLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE Anna Patel

[#]subject to confirmation that a Council representative is required by the Committee