

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
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MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON 3rd JULY 2024

Councillors (Cllrs) present:

Jeremy Pursehouse (Chairman), Robin Bloore,
Angus Bransby, Perry Chotai, Vikram Doshi,
Simon Morrow, Anna Patel, Keith Prew, Ed Ralph and
Michael Whittington.

Attending:

Three visitors (part)
Catherine Dainkeh, Tandridge
District Council (part)

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

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllr Nathan Adams had provided his apologies prior to the meeting.

2. CODE OF CONDUCT

Cllrs Bloore, Bransby, Pursehouse and Ralph declared an 'Other Interest' in respect of item 6a) on the agenda (*see also item 3 below*).

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

3. DISPENSATION

The Clerk advised that the published agenda included an error under item 3. Instead of "7a)" the agenda should have read "6a)". In any case, the Clerk was able to confirm that in accordance with Standing Orders, a dispensation was in place to enable a discussion and vote involving all Cllrs relating to the subject of Christmas Lights under item 6a).

4. MINUTES

Cllrs approved that the Chairman sign the minutes of the meeting of the 5th June 2024 as a correct record. The Clerk to display copies on the Council's notice board and website.

SB

5. MATTERS ARISING (for information only)

Cllrs discussed and agreed that Cllrs Morrow, Prew and Pursehouse attend a meeting on the 11th July with representatives of CALA Homes in respect of the construction site off Limpsfield Road (*see also item 14 below*).

SM
KP
JP

The Clerk to circulate to all Cllrs provisional dates for a meeting in August to discuss the possible adoption of a protocol for pre-application meetings with developers.

SB

The Clerk confirmed that the total estimated cost of cleaning the War Memorial, including scaffolding, was below the amount approved at the last meeting and so he would instruct the contractors to proceed with the work.

NA
VD

Cllrs Adams, Doshi, Patel and Ralph to provide the Clerk with short articles about themselves for uploading to the Council's website.

AP
ER

6. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

- a) At the invitation of the Chairman, Catherine Dainkeh, Project Manager Communities for Tandridge District Council (TDC) briefed Cllrs on her role to create a strategy for the improvement of play areas across the district. Part of her remit was to liaise with all local Parish Councils. In Warlingham, she had identified the play areas in Hamsey Green Recreation Ground and Mint Walk as key sites, with the former being her immediate priority. She welcomed the Parish Council's commitment to fund a new slide and climbing frame but she advised that she was required to do a wider assessment of the site including, for example, issues of accessibility before TDC would be in a position to implement any program of work. She committed to consult the

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Parish Council in the Autumn about emerging proposals and before TDC make any procurement decisions. Cllr Pursehouse welcomed this approach and expressed a wish to work with TDC on other sites, such as Mint Walk and School Common, in a similar manner.

Cllr Bloore reported that TDC were willing to support the Parish Council's purchase of three new benches for School Common and that they would only charge for the installation of two out of the three. Cllrs welcomed this help and, on this basis, Cllr Bloore to ask TDC to proceed with the purchase and installation of three benches as soon as possible. In the meantime, Cllrs Bloore, Bransby and Morrow to meet on-site to pinpoint the final location of each bench and to also review the number and location of bins around the Common and to see whether a request for any new bins should be made to TDC as well.

RB
AB
SM

Cllr Bransby had provided a proposal with respect to the future purchasing of Christmas Lights which had been circulated to Cllrs prior to the meeting. Cllrs agreed to adopt this proposal so that procurement of Christmas lights will be made directly by the Parish Council starting in 2025. For the current year, it was agreed that the Warlingham Christmas Lights Committee should provide an assessment of the requirements for new and replacement lights for 2024/25 and submit a grant application (as in previous years) prior to the Council's September 2024 meeting.

- b) Cllrs acknowledged that one banner request had been made and approved (under delegation by the Clerk following consultation with Cllrs) since the last meeting for an event taking place on 20th July 2024.

7. HIGHWAYS AND TRANSPORT (Surrey County Council)

Cllrs discussed the location and cost of a replacement fixed Vehicle Activated Sign (speed) on Hillbury Road. The Clerk to write to Surrey County Council (SCC) suggesting that the sign be installed on a lamp-post further up Hillbury Road and that the Parish Council would be willing to contribute up to £1,500 towards its procurement.

SB

Cllr Bloore to ask County Cllr Becky Rush to organise the installation of a post on Sunnybank that would be suitable as a fixing point for the Parish Council's mobile Vehicle Activated Sign.

RB

The Clerk had circulated details of SCC's policy relating to the deployment of speed safety cameras on Surrey's roads. Cllrs acknowledged that none of the locations in Warlingham appeared to meet the criteria and so no further action was necessary.

Cllrs Bloore, Morrow and Pursehouse had reviewed the condition of the road surface of Hamsey Green Gardens, Birch Way and Verdayne Gardens. Cllrs acknowledged their findings and the Clerk to write to the County Cllr, copied to Zena Curry SCC Highways, to request that these roads are re-surfaced as soon as possible starting with Hamsey Green Gardens followed by Birch Way.

SB

The Clerk reminded Cllrs to let him know of sites around Warlingham where there is any overhanging vegetation blocking a pavement or obscuring highways site lines to enable him to pass the details on to the County Cllr for clearance by SCC's 'Community Gang'. Cllr Bloore drew to Cllrs' attention to the usefulness of the SCC's on-line Grass Cutting Map (*see also item 13 below*).

ALL

The Clerk to write to SCC requesting the re-painting of 'SLOW' on the northbound carriageway outside of the Smoque restaurant building (between The Green and Shelton Avenue).

SB

The Clerk to make a request to SCC for an additional double-yellow line on the outside of the northern corner of Shelton Avenue in an attempt to improve vehicular access and to stop the top of the pedestrian ramp (leading to the Limpsfield Road) from being

SB

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blocked by parked vehicles.

Cllrs Chotai, Prew and Whittington agreed to visit the other road corners in Shelton Avenue to make an assessment of the suitability of additional double-yellow lines at these locations and to update Cllrs at a future meeting. Cllr Pursehouse offered to provide any background information should they need it. PC
KP
MW

Cllr Pursehouse advised that TDC and the Diocese of Southwark had met to discuss the parking along the access road to Spears Close and the Shoppers Car Park. He would keep Cllrs apprised of any substantive developments. JP

The Clerk to continue to chase-up his invitation to SCC for a site visit to discuss parking enforcement and the supply of data (such as the number of visits by members of the enforcement team and penalty charge notices issued). SB

Cllrs resolved to move a discussion about car parking into Sub-section 2 of the meeting, with the public excluded, due to the commercially sensitive nature of the topic (*see item 16 below*).

8. WARLINGHAM GREEN IMPROVEMENT PROJECT – PHASE ONE

Cllr Morrow provided a verbal summary of the Project Steering Committee meeting of 26th June and other recent activity. Cllrs noted that reports and notes of Committee meetings are produced monthly and freely available for review and that the next Committee meeting was scheduled to take place on 24th July at 2pm.

9. PLANNING

a) Cllr Morrow provided a verbal report of the Planning Committee meetings 11th June and 2nd July 2024. It was agreed that Cllr Morrow should speak on behalf of the Parish Council if planning application 2024/520 (Cherryfield, 13 Westhall Park, CR6 9HS) needed to be ‘called-in’ by District Cllrs to a future meeting of the TDC Planning Committee for a decision. SM
SB

b) The Clerk to ascertain the availability of all Committee members, including ‘reserve’ members, to attend the next scheduled Committee meeting nearer the time.

10. WARLINGHAM COMMUNITY LIBRARY

Cllr Prew provided details of his latest discussions with the Community Partnership Library team at SCC in respect of the Library Refurbishment & Community Hub Project. In light of revised costings, Cllr Prew advised that the level of funding obtained so far fell short of what was now needed to deliver Phase 1 of the refurbishment. Cllr Prew explained the reasons for the deficit and that some details remained subject to further discussion (such as choice of carpeting). Cllrs agreed that an additional application should be made by the Clerk, assisted by Cllr Prew, to the Your Fund Surrey Small Community Fund for £6,000. Cllrs noted that, based on forecast Community Infrastructure Levy (CIL) receipts for the second half of this year, that a small amount of CIL (circa £3,000) may be available, should the need arise, to also support this project. SB
KP

11. FINANCE

Cllrs acknowledged receipt of the Council’s 2024/25 financial statement for the period ending 30 June 2024 (unaudited) and the brief note regarding variances and reserves circulated by the Clerk prior to the meeting. The Clerk answered a couple of questions raised by Cllrs before adding that the accounts required reconciling at the next available opportunity which would be the next Council meeting in September. The Clerk to arrange. SB

12. CORRESPONDENCE, CONSULTATIONS AND EVENTS

Cllrs discussed helping to promote the Tandridge Business Awards and agreed that the Clerk should write a letter on behalf of the Parish Council to be distributed to local businesses encouraging them to enter. Cllr Pursehouse offered to distribute letters with the help of other Cllrs. SB
JP

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Cllrs acknowledged that due to poor weather, only a few people visited the Parish Council's stand at the recent Warlingham Fair. The Clerk to add an item to the next Council meeting agenda on how the Council might promote itself more successfully at future events.

SB

The Clerk advised that it was the intention of NatWest Bank to start applying bank charges for certain services with effect from August 2024 - the Clerk to write to the NatWest Business Centre to complain and seek a reversal of this imposition.

SB

13. COMMUNICATIONS

Cllr Pursehouse to prepare the next CR6 magazine article, for publication in August 2024, on the subjects of the Warlingham Green Improvement Project, the emerging Local Nature Recovery Strategy for Surrey and the SCC Grass Cutting Map. The Clerk to provide a copy of the final article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively.

JP
SB
KP

14. PAYMENTS AND EXPENDITURE

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £5,404.06 (*see below*). The Clerk to dispense these payments.

SB

The Clerk advised that the cheque payment of £14, agreed at the last meeting, had been cancelled. The library hirer who was due this refund had decided to use the money to re-book the library instead.

Cllrs agreed expenditure of up to £35 to hire the Village Hall for a meeting with representatives of CALA Homes at which details of the construction at the land off Limpsfield Road would be discussed.

15. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 4th September 2024.

ALL

Cllrs also agreed a provisional date of 21st August for an additional Council meeting to review the proposed Grant Agreement (between the Parish Council and Surrey County Council) in respect of the construction phase of the Warlingham Green Improvement Project – Phase 1. The need for an August meeting would be decided at the next Green Improvement Project Steering Committee meeting in July.

At this point, prior to item 16, the public left the meeting. Immediately after item 16, the meeting finished.

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

Cllrs discussed the issue of excessive levels of on-street parking at and around Warlingham Green and the negative impact this has on local residents, businesses and visitors. No immediate solutions were identified.

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2475	Warlingham Village Hall	70.00	Hall hire for the Annual Parish Assembly meeting in 2023 & 2024
2476	Simon Bold	**	Clerk's salary and Green Improvement Project additional hours for June 2024
2477	Simon Bold	172.48	Reimbursement of costs incurred in June 2024
2478	Tina Picanza	**	Library Volunteer Coordinator's salary for June 2024
2479	Tina Picanza	21.95	Reimbursement of library costs incurred in May & June 2024
2480	Surrey Pension Fund	505.12	Employee and employer pension contributions for June 2024
2481	HM Revenue & Customs	2,238.06	PAYE (Tax & NI) for Q1 2024/2025
2482	Nick Dance (Agricultural Contractor)	168.00	Grass cutting bunds on the Common Land (£140 net of VAT)
	Total	£5,404.06	

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