

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 4<sup>th</sup> SEPTEMBER 2024**

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

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

***Attending:***

*Two visitors (part)*

*Meeting opened at 7:45pm and closed at 9:40pm*

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Nathan Adams and Anna Patel had provided their apologies prior to the meeting which Cllrs acknowledged and accepted. Cllr Ed Ralph was also absent from the meeting (no apologies had been received on this occasion).

**2. CODE OF CONDUCT**

Cllrs Bloore, Bransby and Pursehouse declared an ‘Other Interest’ in respect of item 10 on the agenda. No other Cllr declared an ‘Other Interest’ and no Cllr declared a Disclosable Pecuniary Interest in respect of items on the agenda.

**3. MINUTES**

Cllrs approved that the Chairman sign the minutes of the meeting of the 3<sup>rd</sup> July 2024 as a correct record. The Clerk to display copies on the Council’s notice board and website.

SB

Cllrs also wished to record an error within the meeting minutes of June 2024 - under item 4 (second paragraph) the words “Chelsham Common” should have read “Farleigh Common”.

**4. MATTERS ARISING**

The Clerk to provide confirmation of the date when work to clean the War Memorial will start and to also notify Tandridge District Council (TDC) - work is expected to commence towards the end of September.

SB

The Clerk reported that despite appealing against the proposed imposition of bank service charges by NatWest Bank on the Council’s main business account, due to the level of income per annum, these charges would start to be applied. The impact of these charges was expected to be relatively modest but Cllrs asked that the Clerk investigate the availability of accounts from other banks which might prove more suitable.

SB

The Clerk advised that the cost of pre-planning application advice in respect of paths on The Green (as part of the Warlingham Green Improvement Project) had been £288 – Cllrs acknowledged that circa £200 had already been approved for this service from TDC.

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

a) Cllr Bloore provided a verbal report of the site meeting with TDC to finalise the siting of new benches at School Common. He confirmed that TDC had ordered the three new benches following instructions from the Clerk and that he would speak to TDC about the possibility of two extra litter bins.

RB

The Clerk to contact the Amenity Services team at TDC to request that the two litter bins on the south side of The Green are re-located to their original positions so that one is at the bus stop and the other nearer to the Tesco store.

SB

The Clerk to de-weed the planters outside the Tesco Store and survey the plants to check whether replacements are necessary.

SB

Cllrs agreed to a change to the banner policy wording so that it was made more apparent that both posters and any unauthorised banners would be removed if put up on, or around, The Green. The Clerk to display the updated version on the Council’s

SB

notice board and upload a copy to the Council's website.

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

- b) Cllrs approved two requests for banners on The Green with one subject to confirmation of the beneficiary of any proceeds as well as sight of the proposed banner design. The Clerk to confirm the Council's decision to each applicant.

SB

## 6. HIGHWAYS AND TRANSPORT

Cllrs discussed a number of highways issues relating to vehicle activated signage, repairs to kerbs, roads and verges as well as the enforcement of parking restrictions. Cllrs were frustrated by the lack of progress by Surrey County Council (SCC) and asked that the Clerk write to Tim Oliver, Leader of SCC to request a meeting, similar to the meeting that took place in August 2023, in an attempt to secure a positive conclusion to all outstanding matters. This request to be copied to the relevant highways case officers as well as Nick Healey (Highway Scheme Design Manager, Green Improvement Project) and County Cllr Becky Rush.

SB

It was noted that County Cllr Rush had asked for the road surfaces of Birch Way and Hamsey Green Gardens to be inspected by SCC Highways Officers.

Cllrs reported that following an intense period of heavy rain, the carriageway flooding at the eastern corner of The Green appeared to have improved following remedial drainage works by SCC. Cllrs to continue to monitor.

ALL

The Clerk reported that the word 'SLOW' (on the carriageway outside Smoque heading towards Hamsey Green) would be repainted by SCC Highways as part of their existing 'refresh' program - no specific date had been advised.

Cllrs discussed proposals for additional double yellow lines on Shelton Avenue (at the corners where access can become restricted due to parked cars) and the Clerk to submit a request as part of the Tandridge Parking Review 2024 to the SCC Parking Team, copied to County Cllr Rush, for consideration. Cllrs expressed their gratitude to Cllr Whittington for his work in setting out the proposals.

SB

Cllr Pursehouse advised that TDC had approached the Diocese of Southwark (DoS) about proposals to improve vehicular access along the roadway to the Shoppers Car Park and Spears Close and that a reply from the DoS was awaited.

Cllrs discussed a question raised by the Head of Environment at TDC about the possible use of the Shoppers Car Park as a storage compound during construction of Phase 1 of the Green Improvement Project. The Clerk to reply stating that although the Parish Council supported the Project, Cllrs opposed the use of the Shoppers Car Park as a compound as this would negatively impact traders, businesses and residents around The Green.

SB

The Clerk advised that he had written to County Cllr Rush asking her to deploy the Community Gang to clear four sites around Warlingham where vegetation was overhanging pavements.

## 7. PLANNING

- a) Cllr Morrow provided a verbal report of the Planning Committee meetings of 1<sup>st</sup> August 2024 and 20<sup>th</sup> August 2024.

- b) Cllrs discussed and agreed, with one amendment, the proposed policy for pre-planning engagement meetings with potential developers which had been circulated by the Clerk prior to the meeting. The Clerk to publish the document and upload a copy to the Parish Council's website.

SB

## 8. WARLINGHAM COMMUNITY LIBRARY

- a) Cllr Prew provided a brief report of the Warlingham Library Management Committee meeting of 24<sup>th</sup> July 2024 and confirmed that he was still waiting for a response from

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email: clerk@warlingham-pc.gov.uk

SCC with respect to revisions to the proposed Lease. He was pleased to report that the library's performance remained good overall and that, once again, the borrowing of children fiction books was the highest amongst all of the Surrey Community Libraries. The Clerk to circulate the minutes of the Management Committee of 24<sup>th</sup> April 2024 to all Cllrs including the performance statistics.

SB

b) The Clerk reported that he had challenged SCC's calculation of the library staff re-charge for 2024/25, following consultation with Cllrs Morrow and Prew. He would circulate the response from SCC once received. Cllrs acknowledged that, in the meantime, the Council was not in a position to reimburse SCC.

SB

c) Cllr Prew provided a brief report of the status of the Library Refurbishment and Community Hub Project. He confirmed that the Clerk had submitted an application for £6,000 to the Your Fund Surrey - Small Community Fund in accordance with the decision at the last Council meeting. Cllr Prew to continue to liaise with staff at Surrey Libraries about the details of the Project and with County Cllr Rush in respect of the additional funding above. KP hoped to be able to present a final proposal and details of the contractual arrangements at the next Parish Council meeting.

KP

d) Cllrs agreed expenditure of up to £150 for the annual volunteers' event scheduled for 9<sup>th</sup> October 2024 (from the Library Support budget). The Clerk to advise the Library Volunteer Coordinator.

SB

### 9. FINANCE

a) Cllrs acknowledged receipt of the Council's 2024/25 financial statement for the period ending 31<sup>st</sup> August 2024 (unaudited) which had been prepared and circulated prior to the meeting by the Clerk. The Clerk answered questions raised by Cllrs before Cllr Bloore reconciled the financial statement with the Council's bank and investment statements. He signed a copy of each document.

b) Cllrs agreed to appoint the Council's current Internal Auditor (Mulberry & Co) for a further year and agreed that the Clerk should arrange an interim internal audit prior to calendar year-end.

SB

*At the start of the next item, Cllrs Bloore, Bransby and Pursehouse temporarily left the meeting. Cllr Chotai (Vice-Chairman) chaired the meeting in the absence of Cllr Pursehouse and the remaining Cllrs discussed the item and made a decision with respect to the level of grant payment.*

### 10. CHRISTMAS LIGHTS

The Clerk had circulated a grant application for £1,000 received from the Warlingham Christmas Lights Committee prior to the meeting. Cllrs acknowledged that the grant needed to be considered at this time due to the need for any new/replacement lights to be procured well in advance of the forthcoming Christmas period.

Cllrs approved a contribution of £1,000 towards the 2024/25 Christmas lights (from earmarked reserves) and the Clerk to confirm the Council's decision and other details to the Committee.

SB

*Cllrs Bloore, Bransby and Pursehouse rejoined the meeting at this point with Cllr Pursehouse resuming his role as Chairman.*

### 11. COMMON LAND

Cllr Pursehouse advised that fly-tipped materials had recently been cleared from the Common Land owned by the Parish Council.

The Clerk advised that the Council's tree surveyor had offered to make an ad-hoc inspection of the large Ash trees at the north-east corner of the Common Land and to provide his comments in time for the next meeting of the Council. The Clerk to include this subject at a future meeting of the Council for consideration by Cllrs.

SB

### 12. CORRESPONDENCE, CONSULTATIONS AND EVENTS

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- a) Cllrs briefly discussed a short survey seeking the views of Parish Councils with respect to the future maintenance and funding of TDC's public toilets. The Clerk to circulate copies of the survey to Cllrs seeking their individual comments before collating and passing to Cllr Morrow. Cllrs Bloore, Chotai and Morrow to prepare a response on behalf of the Parish Council for review at the next meeting. In the meantime, the Clerk to seek confirmation from TDC that a response shortly after the 2<sup>nd</sup> October would be acceptable to them. ALL  
Cllrs noted that as far as they were aware, the toilet block off Leas Road was scheduled for further internal refurbishments (following the recent roof repairs). RB  
The Clerk advised that Cllr Adams would be attending the next Biggin Hill open day event later in the month. PC  
Cllrs noted that there had been a pre-application enquiry to Kent County Council with respect to a solar farm in the Biggin Hill area with the potential for site access during construction along part of Beddlestead Lane (in the Parish of Chelsham & Farleigh). SM  
The Clerk advised that TDC would be holding an assembly meeting of Parish Councils on the 24<sup>th</sup> October (on-line). Cllrs Pursehouse and Whittington volunteered to attend on behalf of the Parish Council. The Clerk to circulate the agenda once available. SB  
Cllr Morrow to confirm his availability to attend the next meeting of the East Surrey Transport Committee on 26<sup>th</sup> September in due course. NA  
The Clerk to add an item to the January meeting agenda to enable Cllrs to discuss how best to promote the Council and its activities at future events such as the Parish Assembly and the Warlingham Fair. JP  
b) Cllrs Bloore, Bransby and Pursehouse agreed to raise at the next meeting of the Remembrance Day Committee the appointment of a stand-in for Cllr Adams as he would be attending at the Cenotaph this year. MW

### 13. COMMUNICATIONS

- Cllr Pursehouse and the Clerk to prepare the next CR6 magazine article, for publication in October 2024, on the subjects of new benches for School Common, the recently repaired corner in Verdayne Gardens and volunteering at Warlingham's Remembrance Day event. JP  
Cllr Bloore to provide a 'before' and 'after' photograph of a refurbished bench on School Common. RB  
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. SB  
KP  
JP

### 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 £19,139.66 (*see below*). Cllrs requested that the Clerk seek further details from TDC in respect of their proposed charges for the local elections before bringing this expenditure back for authorisation. SB  
The Clerk to dispense all approved payments.

### 15. NEXT MEETING

- Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 2<sup>nd</sup> October 2024. ALL

*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

- Cllr Morrow to arrange a meeting including Cllrs Bloore, Morrow, Pursehouse and the Clerk to discuss the excessive levels of on-street parking in the centre of Warlingham and to explore possible ways in which the situation could be improved.

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**Appendix 1: Schedule of Payments**

<b>Chq No.</b>	<b>Payee</b>	<b>Amount £</b>	<b>Comments</b>
2483 <sup>#</sup>	Simon Bold	**	Clerk's salary for July 2024
2484 <sup>#</sup>	Tina Picanza	**	Library Volunteer Coordinator's salary for July 2024
2485 <sup>#</sup>	Surrey Pension Fund	505.12	Employee and employer pension contributions for July 2024
2486	Warlingham Village Hall	20.00	Hire of Hall for meeting on 11 <sup>th</sup> July 2024
DD	SSE Energy Supply Limited	91.39	Power to The Green charge (£87.04 net of 5% VAT)
2487	RA Advertising Ltd	1,033.44	Public notice advertising proposed work re: Surrey Mirror (£861.20 net of VAT)
2488	Simon Bold	**	Clerk's salary for August 2024 and Green Improvement Project additional hours during July and August 2024
2489	Simon Bold	432.31	Reimbursement of costs incurred during July and August 2024 including the payment of pre-planning advice.
2490	Tina Picanza	**	Library Volunteer Coordinator's salary for August 2024
2491	Tina Picanza	28.39	Reimbursement of Library costs incurred in July and August
2492	Surrey Pension Fund	505.12	Employee and employer pension contributions for August.
DD	Integrating Solutions Limited	38.00	Library photocopier provision June to August 2024 inclusive (£31.67 net of VAT)
2493	- SPOILED -	0.00	- SPOILED -
2494	East Surrey Transport Committee	10.00	Annual affiliation fee for 2024/25
2495	Netwise Training Limited	600.00	Annual website and email support (£500 net of VAT)
2496	Surrey County Council	11,500.00	Green Improvement Scheme – Detailed Design Phase (Funding Schedule items 8, 10 and 11).
	<b>Total</b>	<b>£19,139.66</b>	

<sup>#</sup>payment made under the terms of the Scheme of Delegation  
 \*\* Staff salary details have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4