

WARLINGHAM PARISH COUNCIL

c/o Warlingham Community Library, Shelton Avenue
Warlingham, Surrey, CR6 9NF
www.warlingham-pc.gov.uk

Simon Bold, Clerk
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MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON 2nd OCTOBER 2024

Councillors (Cllrs) present:

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

Attending:

Four visitors (one part)

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

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllr Anna Patel had provided her apologies prior to the meeting which Cllrs acknowledged and accepted.

2. CODE OF CONDUCT

Cllr Ralph declared a Disclosable Pecuniary Interest (DPI) in respect of item 16. No other Cllr declared a DPI and no Cllr declared an 'Other Interest' in respect of any item on the agenda.

3. MINUTES

Cllrs approved that the Chairman sign the minutes of the meeting of the 4th September 2024 as a correct record. The Clerk to display copies on the Council's notice board and website.

SB

4. MATTERS ARISING (for information only)

Cllr Morrow advised that Tandridge District Council (TDC) was expected to set out in November its proposals for the first phase of improvements to play areas across the District and that Hamsey Green Recreation Ground would be included as one of the priority sites. Cllrs Adams, Morrow and Ralph to keep a track of developments and to provide further information at a future meeting.

NA
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ER

The Clerk reminded Cllrs of the public consultation taking place at the Chelsham Road Community Hall on 3rd October in respect of a proposal to develop land to the south of Greenhill Lane. He remarked that the Parish Council had not been specifically notified or invited to attend by the developer.

5. HIGHWAYS AND TRANSPORT (matters relating to the County Council)

a) The Clerk reported that Surrey County Council (SCC) Highways had advised him that the Tandridge Parking Review of 2024 was closed. The Clerk to add the subject of on-street parking changes to the January 2025 Council meeting agenda so that any proposal, including suggestions for Shelton Avenue, can be discussed ahead of the 2025 Review which is scheduled to open next summer.

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Cllr Pursehouse advised that TDC were waiting for a formal response from the Diocese of Southwark in respect of improving access along the entrance road to Spears Close and the Shoppers Car Park. He added that the installation of bollards along part of the roadway, to create a physical barrier to protect pedestrians, was one of the options being considered.

Cllr Morrow had attended the most recent meeting of the East Surrey Transport Committee and reported that a half hourly evening service from London will be introduced at Upper Warlingham in December but a half-hourly day-time service to London Victoria will not happen until late 2025.

b) The Clerk summarised the items that had not been resolved since the last Parish Council meeting with SCC Highways. These would form the basis of the agenda for the next meeting scheduled for 10th October. Cllrs Bransby, Chotai and Pursehouse would

AB

represent the Council and the Clerk to ask SCC to add the following items to the agenda: details of planned road re-surfacing in Warlingham over the next three- and five-year periods (including, if applicable, Succombs Hill); traffic volume projections around The Green for the next three years; the zebra crossing outside 413 Limpsfield Road and a report of the discussions relating to the access road to Spears Close.

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6. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

a) The Clerk confirmed that TDC had agreed to move one of the litter bins on The Green to the bus stop outside Kamsons Pharmacy at the request of the Parish Council. He also reported that TDC had given verbal assurance that the internal refurbishment of the Toilet Block, off Westhall Road, would commence towards the end of October. Cllr Bloore agreed to verify this with TDC. Cllr Bloore to also ascertain whether TDC would be willing to install two additional litter bins on School Common next to the new benches which are due to be installed along the central path.

RB

The Clerk advised that TDC were due to complete some work on the trees around the CCTV cameras on Mint Walk following an enquiry by Cllr Adams.

b) Cllrs confirmed that, in accordance with the current Banner Policy, any commercial advertising within a banner must be 15% or less of the total banner area. The Clerk to reiterate this point to all applicants who had recently been given permission to display banners.

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The Clerk to write to the Warlingham Christmas Lights Committee confirming that their banner request had been approved.

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7. WARLINGHAM COMMUNITY LIBRARY

a) The Clerk advised that he was still waiting to hear from SCC with respect to the calculation of the library staff re-charge for 2024/25. He would provide further information once received.

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b) Cllr Prew provided a verbal report of the current status of the Library Refurbishment and Community Hub Project. Unfortunately, not much had been forthcoming from SCC's contractor so Cllr Prew had recently escalated the matter to senior staff within Surrey Libraries in order to obtain final estimates and to enable the project to move forward. Cllr Prew advised that there was no news on the award of additional funding by Your Fund Surrey Small Community Projects. He added that there had been no expenditure by the Parish Council to date and that the decision to proceed with the Project was subject to agreement of the contractual arrangements between the Parish Council and SCC. Cllr Prew to continue to push SCC for action in respect of the above items as well as a response to the Parish Council's comments on the draft Lease.

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8. WARLINGHAM GREEN IMPROVEMENT PROJECT – PHASE ONE

Cllr Morrow had provided a proposal, which had been circulated prior to the meeting, on behalf of the Project Steering Committee making a case for £50,000 of additional Parish Council Community Infrastructure Levy (CIL) funding. This was in response to substantial construction cost increases since SCC's original estimates dated 2022. Cllrs acknowledged that costs had risen sharply across the entire construction sector in recent years and that this additional funding would give the Parish Council the opportunity to complete as much of the Project as possible before the end of 2025. Cllrs agreed to consider the case for additional CIL as part of the review of the allocation of CIL under the next item on the agenda.

9. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Clerk provided a verbal overview of the full list of projects earmarked for CIL funding and advised that by the end of October, the Parish Council could expect to receive an additional £59,435 of CIL funds.

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Cllrs reviewed all the projects listed as commitments. After a lengthy discussion, they agreed to allocate an additional £50,000 of CIL to the Green Improvement Project. Cllrs also agreed to move the commitment of £3,000 for Vehicle Activated Signage (VAS) back to the list of potential projects given that any short-term expenditure on VAS was now likely to come from the SCC Match-Funding earmarked reserve of £6,000. It was also agreed to move the amount of £500 for Emergency Planning to the projects listed as commitments. The Clerk to document these changes.

SB

10. PLANNING

- a) Cllr Bransby provided a verbal report of the Planning Committee meeting of 17th September 2024.
- b) It was decided to re-schedule the next Committee meeting. Cllrs Pursehouse and Whittington confirmed their availability for a meeting on the 10th October and the Clerk to check the availability of other Committee members in the next day or so.

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11. FINANCE & PROCEDURAL MATTERS

- a) The Clerk had circulated, prior to the meeting, the External Auditor's Report and Certificate for the year ending 31 March 2024. Cllrs acknowledged receipt and, as there were no issues raised by the auditor, agreed that no action was necessary.

The Clerk confirmed that the Notice of Conclusion of Audit had been put on display on the Council's website and notice boards prior to the 30th September 2024.

- b) The Council had devoted most of its September CR6 magazine article to publicising the Council's Grant Scheme for 2024 and the Clerk confirmed that publicity of the Scheme had also been added to the Council's website and noticeboard. The Clerk to write to grant applicants from recent years reminding them that the 31st October 2024 had been set as the deadline for receipt of completed grant applications. A meeting of Cllrs to review all applications received was scheduled for 18th November at 7pm.

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- c) The Clerk set out the time-line for production and agreement of the Council's 2025/26 budget. He requested that Cllrs provide any proposed changes or additions to the current budget to him before the end of October so that they can be reviewed by Cllrs at the November meeting. This would enable a draft budget to be presented to Cllrs at the December meeting in readiness for its approval no later than the Council's January 2025 meeting.

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Cllr Pursehouse added that TDC Officers, following a discussion at the most recent TDC Strategy & Resources Committee, will be contacting each Parish Council to discuss future collaboration with respect to some local facilities and services.

Cllrs Pursehouse and Whittington to attend the TDC's Parish Assembly on the 24th October.

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The Clerk to circulate the Council's Financial Statement (unaudited) for the period ending 30 September 2024 later in the month.

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12. EMERGENCY PLAN

Cllr Pursehouse emphasised the need for the Council to keep the information within the Chelsham, Farleigh & Warlingham Emergency / Resilience Plan current. Cllrs agreed to review the document, which had been circulated prior to the meeting, and provide any comments they might have to the Clerk within the next two weeks. Cllrs also agreed that Cllr Pursehouse and the Clerk should then allocate sections of the document to individual Cllrs for checking and, if necessary, updating of key data such as contact names and contact details. Cllrs to advise the Clerk of any changes prior to the November meeting.

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13. CORRESPONDENCE, CONSULTATIONS AND EVENTS

- a) Cllrs Bloore, Morrow and Prew had provided a draft response to a survey by TDC of Parish Councils in respect of public toilets. Cllrs agreed the response and the Clerk to send it to TDC by the 14th October.

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b) Cllr Pursehouse had obtained from TDC an outline of the process of undertaking a Community Governance Review (CGR) with respect to aligning the Parish, District and County Council divisional boundaries (item 11a of the Parish Council meeting of December 2023 refers). Cllrs noted that the County Council Division boundaries were currently before Parliament for approval and that no other boundary changes could be considered at this time. Cllrs felt that once the Order implementing the County Division was made, that the CGR process in respect of parish boundaries should commence – the Clerk to write to TDC requesting this. The Clerk to also write to Whyteleafe Village Council suggesting that, if they agree, they should confirm this in writing to TDC.

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c) Cllrs reviewed the estimated costs provided by Cllr Bransby relating to November's Remembrance Sunday event in Warlingham and acknowledged the anticipated overspend of £200 against a budget of £900 – Cllrs felt this could be accommodated by virtue of likely under-spends elsewhere e.g. Farleigh Common management. In relation to this, Cllrs then agreed expenditure in respect of road warning signs for the Remembrance Sunday and Christmas Lights Switch-On events of £309.60 (net of VAT) on the basis of reimbursement of 50% by the Warlingham Christmas Lights Committee. The Clerk to procure the signs.

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The Clerk advised that Cllrs had been invited to attend the Blanchman's Farm Local Nature Reserve and Warlingham Village Hall AGMs – full details to be circulated to Cllrs after the meeting.

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14. COMMON LAND

Cllrs agreed that the Clerk should arrange a tree survey by a qualified arboriculturist of the Common Land as long as the estimated cost remained within the funding available from the Common Land maintenance budget. If a survey is commissioned and depending on where any tree work is proposed, Cllr Pursehouse and the Clerk to consider the best location for access gates and to bring a proposal for their installation to a future meeting of the Council.

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15. COMMUNICATIONS

Cllr Pursehouse and the Clerk to prepare the next CR6 magazine article, for publication in November 2024, on the subject of delays to the construction of Phase 1 of the Green Improvement Project (item 8 refers) and, if information is available from TDC, a progress report on refurbishment of the toilet block off Westhall Road.

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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.

16. PAYMENTS AND EXPENDITURE

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £24,890.59 (*see below*). The Clerk to dispense all approved payments.

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17. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 6th November 2024.

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

None.

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2497	Tandridge District Council	9,274.55	May 2024 local election re-charges
2498	Fusion 3 Technical Ltd	336.00	Audio Visual Equipment for the Annual Parish Assembly (£280 net of VAT) - Replacement for stopped cheque #2472
2499	PKF Littlejohn LLP	504.00	External Audit services for year ending 2023/2024 (£420 net of VAT)
2500	Simon Bold	**	Clerk's salary and Green Improvement Project additional hours for September 2024
2501	Simon Bold	65.48	Reimbursement of costs incurred during September 2024
2502	Tina Picanza	**	Library Volunteer Coordinator's salary for September
2503	Tina Picanza	12.30	Reimbursement of Library costs incurred in September
2504	Surrey Pension Fund	505.12	Employee and employer pension contributions for September
2505	H.M. Revenue & Customs	2,262.91	PAYE (Tax & NI) for Q2 2024/2025
DD	Information Commissioner	35.00	Data Protection Registry renewal 2024/25
2506	Surrey County Council	8,500.00	Green Improvement Scheme – Detailed Design Phase (Funding Schedule item 9 / element H).
2507	Rowland Brothers Ltd	690.00	First instalment for cleaning the War Memorial, The Green (£575 net of VAT)
DD	SSE Energy Supply Limited	215.70	Power to The Green (£205.43 net of VAT)
2508	Manchester Safety Services Limited	371.52	Road signage for events taking place around The Green (£309.60 net of VAT).
	Total	£24,890.59	

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