

**MINUTES OF THE MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 6th NOVEMBER 2024**

Councillors (Cllrs) present:

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

Attending:

two visitors (part)

Meeting opened at 7:45pm and closed at 10:05pm

In attendance: Simon Bold, Clerk

1. APOLOGIES FOR ABSENCE

Cllr Ed Ralph had provided his apologies prior to the meeting which Cllrs acknowledged and accepted.

2. CODE OF CONDUCT

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

3. MINUTES

Cllrs approved that the Chairman sign the minutes of the meeting of the 2nd October 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)

Prior to the start of the meeting, the Clerk had distributed extracts from the current Emergency/Resilience Plan so that each Cllr had a manageable amount of data to check and verify. Each Cllr to bring any amendment(s) to the attention of the Clerk before the next meeting. ALL

The Clerk confirmed that he had spoken to the Council's professional tree surveyor about the Ash trees in the north-western corner of the site. In the surveyor's opinion following a recent visit, any risks associated with these trees had not increased significantly since the last full tree survey. Cllrs agreed to commission another full tree survey in the late Spring of 2025 and to assess the extent of tree work to be carried out at that point. Cllrs heard from Cllr Bloore that, in his experience, the pollarding of Ash trees might be suitable (as an alternative to felling) in some circumstances.

Cllr Bloore reported that Tandridge District Council (TDC) had advised him that the new benches for School Common should be installed prior to Christmas (subject to weather/ground conditions).

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

The Clerk had circulated notes from the meeting with Surrey County Council (SCC) Highways which had taken place on 10th October 2024. Cllrs Pursehouse provided a brief summary of proceedings. Following a discussion amongst Cllrs, the Clerk to write to SCC: SB

1. to reject a proposal to reseed the verge at Lime Grove and to stipulate that the Parish Council would only be willing to contribute towards the original proposal which was to install hard-standing in Lime Grove alongside widening the damaged corner in Hamsey Green Gardens. The Clerk to also request a repair to the damaged verge at the recently installed corner in Verdayne Gardens.
2. to ask that the parking enforcement team provide details of how long the enforcement officers 'dwell' when visiting locations in Warlingham, the total hours spent visiting Warlingham and for future copies of the district-wide parking

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report prepared for County Cllrs. Cllrs remarked that they thought the number of Penalty Charge Notices appeared to be relatively low in the circumstances

3. to request that the assessment of a suitable post and location on Sunnybank, for the Parish Council's mobile VAS, to be provided as a matter of urgency. Cllrs to review SCC's proposed site for a new permanent Vehicle Activated Sign (VAS) at the bottom of Hillbury Road before the next meeting. ALL
4. to push for Hamsey Green Gardens, Birch Way and Verdayne Gardens to be included in the next programme of resurfacing works within the Horizon Programme.
5. to pass on the appreciation of the Council with respect to SCC's agreement to improve the line work at the zebra crossing (outside 413 Limpsfield Road) and to ask for the estimated completion date.
6. to request, once again, traffic projection data for The Green, Warlingham.

Cllrs felt that the meeting with SCC Highways was very worthwhile and expressed a wish to have this kind of review on a more regular basis.

Cllrs Pursehouse and Chotai to meet with local residents, a representative from the Diocese of Southwark and TDC to discuss the obstruction of pedestrians by parked vehicles on the road leading to Spears Close and the Shoppers Car Park (off Limpsfield Road). JP
PC

The Clerk to report any future temporary carriageway flooding (lasting more than 24 hours) on the Limpsfield Road outside the Methodist Hall to SCC using the 'FixMyStreet' service. SB

6. WARLINGHAM APPEARANCE AND AMENITY INCLUDING WARLINGHAM GREEN

- a) Cllrs discussed the cost of two new bins for School Common and the offer by TDC to install them for no charge. Cllrs agreed to expenditure of £430 (from the Parish Council's TDC Match-Funding Earmarked Reserve) and Cllr Bloore to see whether TDC would also fund an additional bin for the site. RB

Cllr Morrow advised that he was waiting to have sight of TDC's proposals for Hamsey Green Recreation Ground, and to have a meeting with TDC, later in the month.

Cllrs discussed the Union Flag on The Green and agreed to consider an alternative to having the flag flying at all times. Cllr Chotai to provide a proposal prior to the next meeting. PC
SB

The Clerk to have additional keys to the flag pole cut and to safely store a spare set on behalf of the Council. NA
AB

A cohort of Cllrs agreed to clean the flag-pole prior to Remembrance Sunday. RB

The Clerk confirmed that a notice giving advance warning of the refurbishment of the toilet block off Westhall Road had been displayed on the Parish Council notice board on The Green. JP

- b) The Clerk advised that one banner request had been agreed following consultation with Cllrs. One other request was on hold as it was more than three months in advance of when the banners might be displayed (this was in accordance with the Council's policy on banners).

7. WARLINGHAM COMMUNITY LIBRARY

- a) Cllr Prew provided a verbal report of the Warlingham Library Management Committee (WLMC) meeting held on 30th October and he was pleased to confirm that the library's overall performance remained amongst the best when compared to other Community Partnered Libraries. The Clerk to circulate a copy of the SB

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- performance statistics for the period ending October 2024 to all Cllrs, along with the minutes of the Committee meeting of 24th July. SM
- Cllrs Morrow and Prew, along with the Clerk to meet with a representative of SCC on the 18th November to review the draft Lease proposed by SCC. It was hoped that a final version would be available, shortly thereafter, for consideration at a future Council meeting. KP
SB
- b) The Clerk had circulated, prior to the meeting, details of SCC's proposed library staff re-charge for 2024/25. This had been provided following several queries raised by the Parish Council members of the WLMC. Cllrs acknowledged that the figure was significantly above the Parish Council's budget for this item but that this was as a result of a compounded error (by SCC) across past years. Members of the WLMC were content that SCC had satisfactorily explained the discrepancy and that a clear explanation of the method of calculation had been established for future use. Cllrs agreed the 2024/25 charge and the Clerk to request an invoice from SCC to cover the first half of the financial year (see also item 14). SB
- c) Cllr Prew reported that he had escalated the delays to finalising details of the scope and costs of the Library Refurbishment and Community Hub Project to the Strategic Manager of SCC. The Assistant Director of Arts, Culture and Libraries at SCC was also aware of these delays. He would continue to push SCC for action. KP
Cllr Prew added that he had also been liaising with the team at Your Fund Surrey Small Community Projects Fund over the time taken to get the project started.
- 8. PLANNING**
- a) Cllr Bransby provided a verbal report of the Planning Committee meeting of 10th October 2024. AB
SM
- b) Cllrs Bransby, Morrow, Patel and Whittington confirmed their availability to attend the next Committee meeting on the 12th November 2024. AP
MW
- 9. PARISH COUNCIL ASSEMBLY (organised by Tandridge District Council)**
- Cllr Pursehouse provided a verbal report of the Assembly organised by TDC which had also been attended by Cllr Whittington and the Clerk (along with members of many other local Parish Councils). He briefly outlined the topics covered and confirmed that further Assembly meetings would take place on a half-yearly or quarterly basis.
- Cllrs agreed that the Parish Council should participate in any pilot scheme conducted by TDC to look at the continuation and support of local assets and services. Cllrs were pre-disposed to supporting the retention of local assets and services, where possible, but also acknowledged that this would be subject to much greater information and in-depth discussions with TDC. The Clerk to write to TDC on this basis. SB
- 10. BUDGET PLANNING 2025/26**
- Cllrs briefly discussed the main issues relating to budget setting for 2025/26. In light of the imminent discussions with TDC (see item 9 above) Cllrs were minded to increase both the TDC and SCC match-funding earmarked reserves. Other items such as the funding of environmental enhancements, open spaces within Warlingham and maintaining grant funding were also cited as important items for the Council to continue to support.
- The Clerk confirmed receipt of a number of other more detailed comments about the budget for next year and added that inflationary pressures had not (entirely) gone away. On this basis, he would prepare a draft 'balanced budget' for consideration by Cllrs at the next meeting. SB
- 11. CORRESPONDENCE, CONSULTATIONS AND EVENTS**
- Cllr Patel to lay a wreath on behalf of the Council at the Remembrance Sunday event at AP

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The Green.

Cllr Pursehouse to attend the Surrey Association of Local Councils' AGM, along with the Clerk, on 19th November 2024 at Cobham. Expenditure of £30 per delegate to come from the Council's training budget. JP SB

Cllrs to individually respond to, should they wish, a current Government consultation on whether Parish Councils should be able to have proxy voting and/or conduct 'remote' meetings. ALL

The Clerk reminded Cllrs of the Warlingham Christmas Lights Committee AGM on 5th December and that TVA (Tandridge Voluntary Action) was rebranding to VASE (Voluntary Action Surrey East). ALL

12. COMMON LAND

The Clerk provided details of items brought on to the Council owned Common Land which required removal. Cllr Patel agreed to organise a litter pick and a number of Cllrs also volunteered to help remove bulkier items. The Clerk to send a reminder to Cllrs nearer the time and to liaise with the staff at the Bond Road Recycling Centre. AP ALL SB

13. COMMUNICATIONS

Cllr Pursehouse and the Clerk to prepare the next CR6 magazine article, for publication in December 2024, outlining the Council's response to TDC's consultation of Parish Council's on public toilet provision. JP SB

The Clerk to provide a copy of the article to Cllrs Prew and Pursehouse for uploading to the Council's website and Facebook page respectively. 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 £20,744.04. The Clerk to dispense these approved payments. SB

15. NEXT MEETING

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

16. STAFFING

a) Cllrs acknowledged the details of the National Joint Council for Local Government Services (NJC) Pay Settlement for 2024/25 which had been circulated prior to the meeting.

b) In light of the personal and confidential nature of a discussion relating to the Clerk's appraisal, Cllrs agreed to move this item into sub-section 2 of the meeting, with the public excluded in accordance with the Public Bodies (Admissions to Meetings) Act 1960.

During the next item, the Clerk left the meeting. Once Cllrs had concluded their discussions, the Clerk returned in order to note the outcome of those discussions. The meeting finished immediately after item 17.

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

Cllrs discussed the Clerk's appraisal report provided by Cllr Pursehouse. Cllrs agreed all the comments with respect to the Clerk's performance. Some minor amendments were proposed by Cllrs with respect to the Clerk's objectives for the coming year which Cllr Pursehouse will take forward with the Clerk following the meeting. JP SB

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Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2509	Surrey County Council	15,473.56	Library Staff Recharges for Q1 & Q2 of 2024/25 (£12,894.64 net of VAT)
2510	Simon Bold	**	Clerk's salary and Green Improvement Project additional hours for October 2024, and back-pay to 1 st April 2024
2511	Simon Bold	213.56	Reimbursement of costs incurred during October 2024
2512	Tina Picanza	**	Library Volunteer Coordinator's salary for October and back-pay to 1 st April 2024.
2513	Tina Picanza	119.92	Reimbursement of Library costs incurred in October including refreshments for the Library Volunteers' Event
2514	Surrey Pension Fund	594.94	Employee and employer pension contributions for October and those resulting from back-pay to 1 st April 2024.
2515	JAR Site Solutions Ltd	192.00	Provision of additional security staff at the Remembrance Sunday event (£160 net of VAT)
2516	Rowland Brothers Ltd	690.00	Final instalment for cleaning the War Memorial, The Green (£575 net of VAT)
2517	Assure Scaffolding Ltd	900.00	Supply, erection and removal of scaffolding during the cleaning of the War Memorial (£750 net of VAT)
	Total	£20,744.04	

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