

**MINUTES OF THE ANNUAL MEETING OF
WARLINGHAM PARISH COUNCIL HELD ON 7th MAY 2025**

Councillors (Cllrs) present:

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

Attending:

four visitors (part)

Meeting opened at 7:45pm and closed at 10:20pm

In attendance: Simon Bold, Clerk

1. TO ELECT THE CHAIRMAN OF THE COUNCIL

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

The Clerk to notify the Surrey Association of Local Councils (SALC) and the external auditor of the appointment of the Chairman.

SB

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

Cllr Chotai was nominated by Cllr Pursehouse which Cllr Morrow seconded. No other nomination was received and Cllr Chotai accepted the role of Vice-Chairman.

3. APOLOGIES FOR ABSENCE

None (all Cllrs present).

4. CODE OF CONDUCT

No Cllr declared any Disclosable Pecuniary Interest in respect of items on the agenda. Cllrs Bloore, Chotai and Prew declared an 'Other Interest' in respect of item 11b with no-one else declaring an 'Other Interest'.

The Clerk reminded Cllrs of the need for them to keep their "Notifications of Disclosable Pecuniary & Other Interests" current at all times - no amendments were requested by Cllrs on this occasion.

ALL

5. MINUTES

Cllrs approved that the Chairman sign the minutes of the meeting of the 2nd April 2025. The Clerk to display copies on the Council's notice board and website.

SB

6. MATTERS ARISING (for information only)

The Clerk confirmed that he had invited both Hamsey Green and Warlingham Village Primary Schools to attend the official opening of the newly refurbished play area at Hamsey Green Recreation Ground. Cllr Scott offered to follow up on these invitations to secure their attendance. Cllrs Adams, Doshi, Morrow and Scott confirmed that they would also attend as representatives of the Parish Council.

AS

NA

VD

SM

Cllrs discussed the existing proposal to bring the Parish, District and County boundaries into line in time for the next local elections and agreed that this subject could be dropped given the ongoing Local Government Review (LGR) in Surrey. The Clerk to note.

Cllr Pursehouse, in conjunction with the Clerk, to draft and send a letter to the Minister for Local Government and English Devolution confirming the Parish Council's support of Tandridge District Council's (TDC) LGR proposal for three unitary authorities in Surrey, with three-member representation for each ward.

JP

SB

Cllr Morrow advised that Network Rail intended to start looking at the feasibility of step-free access at Upper Warlingham Station which Cllrs welcomed.

Cllrs noted the positive feedback received from residents and wished to thank Cllr Pursehouse for his work in respect of the recently installed bollards along the road leading to Spears Close and the Shoppers Car Park.

7. FINANCE

- a) Cllrs acknowledged receipt of the 2024/25 year-end Financial Statement (unaudited) circulated prior to the meeting by the Clerk. Cllr Morrow reconciled this report with the Council's bank and investment statements as at 31 March 2025.
- b) Cllrs reviewed and agreed the Council's Community Infrastructure Levy (CIL) Annual Spending Form for 2024/25. The Clerk to send this to TDC prior to 31 May 2025.
- c) Cllrs agreed to add Cllr Whittington as an authorised signatory to the Council's current account held with NatWest.

SB

The following Council members were approved as authorised signatories to the Public Sector Deposit Fund held with CCLA: Nathan Adams, Robin Bloore, Simon Morrow and Anna Patel as well as the Clerk, Simon Bold, who will also continue to be the main contact.

SB

Cllrs requested the removal of ex-Cllr Cindy Steer from both the above accounts. The current signatories with respect to the savings account with Barclays were noted and agreed. The Clerk to organise these changes.

8. WARLINGHAM GREEN IMPROVEMENT SCHEME

- a) Cllr Morrow provided a verbal summary of the Project Steering Committee meeting of 16th April and other recent activity. He advised that construction of Phase 1 would start on the 2nd June with the setting up of the site compound on Redvers Road. Repaving on the south, then west sides of The Green would take place between June and August with the build-out on the north-side scheduled for September. There would be a briefing session for retailers and businesses on the 21st May and invitations would be distributed over the coming week.

ALL

- b) Cllrs agreed to make a financial contribution of £190 to the cost of a temporary trading licence for the re-location of the fish van during the period of construction of the southern pavement during June and July. Cllr Pursehouse to liaise with TDC and the Fish Van owner.

JP

- c) Cllrs discussed and approved:

- i. The submission of an Expression of Interest (EoI) in respect of Phase Two of the Scheme for £686,000 of TDC CIL funds along with a contribution from Parish Council CIL reserves of £100,000 to complete the block paving around the remainder of The Green. The Clerk to submit the EoI to TDC prior to the deadline for submission of 21st May.

SB

- ii. the delegation to the Green Improvement Project Steering Committee, on the basis of acceptance by TDC of the EoI application above, of the completion of a full CIL bid (and any supplemental information) for Phase Two of the Scheme.

- iii. A maximum of £3,000 to cover Surrey County Council's (SCC) costs in relation to the provision of information for the full CIL bid application above to be funded from the Parish Council's Green Improvement Project CIL allocation. Cllr Morrow to inform SCC of this decision.

SM

9. WARLINGHAM COMMUNITY LIBRARY

- a) Cllr Prew provided a verbal report of the Warlingham Library Management Committee meeting of 30th April 2025 and, in particular, drew Cllrs' attention to the consistent high level of performance of the library (when compared to other Community Partnership Libraries) and income of £2,054 for 2024/25 (through book and other sales) including the £250 contribution from Chelsham & Farleigh Parish Council.

Cllrs noted that a selection of the Lockton paintings, usually only displayed on the walls of the library, were due to be exhibited by Ales on The Green, at the kind permission of All Saints church, subject to a risk assessment to be completed by the business owners.

Cllr Prew advised that a final draft of the Memo of Understanding was not available for review. Cllr Prew would chase-up SCC for this and also chase-up TDC for confirmation that the new Lease was acceptable and ready for sign-off.

KP

- b) Cllr Prew reported that following a site visit by SCC's contractor, the estimated cost of the Library Refurbishment and Community Hub Project was £56,011 which included a separate quote for furniture. Given that available funds from both Your Fund Surrey Small Community Fund and the Parish Council's allocated CIL funding (£28,750 and 24,500 respectively) totalled £53,250, Cllrs agreed to an additional allocation of CIL of £3,000 to cover the deficit.

Cllr Prew stated that on a separate issue, due to the value of the contract, it was very likely that SCC would require a 'mini-tender' to comply with their internal procedures. Cllrs supported Cllr Prew's concern about the time this may take and agreed that he should request a procurement waiver. Cllr Prew also remarked that he had been advised that the library would need to be closed for four weeks, to enable the refurbishment to be completed, and Cllrs agreed that Cllr Prew should challenge SCC on this as the amount of time appeared to be excessive.

KP

10. COMMUNITY ASSETS TRANSFER PILOT PROJECT

Cllr Pursehouse provided a report on recent activity. A meeting of representatives from several local Parish Councils was planned for the 14th May to discuss the Pilot Project and review areas of interest, potential cooperation and information required in order to take discussions further forward with TDC. Cllrs agreed that Cllrs Bloore and Pursehouse, along with the Clerk, should attend (as Cllr Morrow would be unavailable on this occasion). Cllrs reviewed the items on TDC's list of community assets and agreed to delegate the completion of Expressions of Interest forms, where appropriate, to the Clerk in order not to delay discussions with TDC. The Clerk to complete these forms at least two weeks prior to the TDC Scrutiny and Resources Committee meeting scheduled for 26th June.

JP
RB
SB

11. PLANNING

- a) Cllr Whittington provided a verbal summary of the Planning Committee meetings of 8th April and 6th May 2025.

Cllrs Bloore, Chotai and Prew chose to temporarily leave the meeting prior to the start of the next item 11b) due to their membership of the TDC Planning Committee.

- b) Cllr Morrow provided a summary of pending planning application 2024/1325 (Land North of Chelsham Road) and the Council's current objection to this proposal. Cllrs agreed that the applicant's recent Planning Statement Addendum required comment by the Council and after consideration it was resolved that the Council raise an objection to the applicant's categorisation of the site as Grey Belt on the basis that this site, designated Green Belt, performs strongly in preventing urban sprawl. The Clerk to submit this additional objection to TDC.

Cllr Morrow offered to be the Council's representative and speaker should the application be brought to a TDC Planning Committee for consideration.

SB

Cllrs Bloore, Chotai and Prew rejoined the meeting at this point.

12. COMMITTEES

- a) Cllrs were content with the current arrangements with respect to Committees including their respective Terms of Reference (TOR). The Clerk to include a review of particular TORs, where appropriate, over the next few Council meetings.
- b) Cllrs agreed the appointment of Council members to its Committees and the Remembrance Day Working Group. In respect of the Warlingham Green Improvement Project Steering Committee, Cllr Morrow was appointed Chairman (see Appendix 2).

SB

13. APPOINTMENTS AND OTHER RESPONSIBILITIES

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

14. WARLINGHAM APPEARANCE INCLUDING WARLINGHAM GREEN

a) Cllr Patel agreed to survey sites in Warlingham where it may be possible to plant more spring bulbs and to provide a proposal for consideration by Cllrs at the next meeting. AP

Cllr Pursehouse to ask TDC whether they would be willing to review the lighting along the road leading to Spears Close in order to improve the visibility of pedestrians to other road users. JP

The Clerk to arrange the fitting of the commemorative plaque in respect of Angus Bransby to one of the new benches on School Common. SB

Cllrs discussed the new signs erected by TDC on The Green and School Common. Cllrs felt that the signs on The Green were excessive and incongruous. The Clerk to write to TDC to request their removal. If, however, TDC did not agree, then the Clerk should request that the signs be amended to remove the ban on alcohol consumption (as this did not actually apply e.g. during events and festivities). SB

Cllr Adams agreed to report to TDC the attachment of a commercially sponsored sign to the road name plate of Boxwood Way. NA

b) Cllrs approved the display of banners around The Green for an application received since the last meeting, but only on the basis of a limited time period in order that the Council's own banners in respect of the Annual Parish Assembly can be displayed from 25th to 28th May. The Clerk to inform the applicant of this. SB

The Clerk to create a simple application form for future banner requests to cover all of the basic information required to judge the acceptability of an application. SB

15. INSURANCE

The Clerk had circulated the Council's insurance details and renewal terms prior to the meeting. Cllrs acknowledged that the insurance was sufficient to cover the Council's insurable assets and that the cost was within budget. Cllrs agreed the renewal and the Clerk to send the Council's payment prior to the end of the month (see item 19). SB

The Clerk to ensure that any change to the Council's Asset List reconciles with the insurable items set out in the insurance policy at all times. SB

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

Cllr Bloore agreed to discuss the availability of County Cllr funding for work to a section of verge at Lime Grove with County Cllr Becky Rush and to let the Clerk know the outcome. If there is no progress, Cllrs felt that the Clerk should write to Tim Oliver, Leader of the County Council seeking his support for this work. RB

Cllr Bloore had provided details of a proposal by local residents to implement double yellow lines at the junction of Kooringa and Westview Road. The Clerk to write to SCC Highways, via the Tandridge Parking Review 2025, to confirm the Council's support of this proposal. SB

Cllrs acknowledged the news received by the Clerk that SCC Highways would conduct a new traffic speed survey on Sunnybank and arrange repairs to the road surface of Waterfield Drive.

Cllrs asked the Clerk to write to SCC Parking Enforcement to seek regular parking enforcement around Warlingham Village Primary School during school drop-off and collection times. In the view of Cllrs, the level of enforcement at this location needed to be equivalent to the amount of enforcement currently being seen around The Green in Warlingham. The Clerk to advise the Headteacher of the School of this action. SB

Cllrs agreed to monitor the Police assessment of a serious road traffic accident at the

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junction of Beech Farm Road and the Limpsfield Road. If necessary, the Clerk to request a copy of the collision report compiled by Surrey Police to understand the cause of the accident and whether there might be follow-up action for SCC Highways. SB

The Clerk to ask SCC Highways to consider the installation of a permanent Vehicle Activated Sign (VAS) on Westhall Road (facing traffic leaving The Green) near to the junction of Homefield Road. Cllrs felt that traffic speed was consistently excessive at this location. SB

17. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

a) Cllrs were pleased with the results of the litter pick conducted at the Common Land on Saturday 3rd May. Cllr Patel confirmed that TDC collected all the rubbish sacks afterwards.

The Clerk to write to the residents of Chelsham Terrace seeking information about a parked truck and to remind them that the Common Land is not to be used for parking. The Clerk to also write to the owners of the Spaghetti Tree restaurant asking them to tidy up the area alongside the restaurant and to keep the waste bins to the rear of the premises unless it is a bin collection day. SB

The Clerk to commission a professional tree survey of the Common Land. Cllrs had no comments in respect of two licencing applications relating to premises around The Green. SB

Cllrs agreed that the organisers of the May Queen event could use the electricity supply at The Green on an exceptional basis. The Clerk to monitor usage. SB

b) Cllr Pursehouse set out the arrangements for the Annual Parish Assembly on 28th May 2025. He would provide a presentation of the Council's activities during 2024/25 and set out the year ahead. Cllr Morrow agreed to speak about the Green Improvement Project and Cllr Prew would give an overview of the Library Refurbishment and Community Hub Project. The remainder of the Assembly would be a presentation by Catherine Sayer, Leader of TDC and David Ford, Chief Executive of TDC followed by a public 'Q&A'. JP
SM
KP

Cllrs approved expenditure of £280 (net) for audio visual equipment, £80 for banner patches and £35 for hire of the hall. The Clerk to procure these items and to also arrange refreshments for the event. SB

Cllr Whittington had circulated proposals for the Council's stand at Warlingham Fair and asked for Cllrs to respond directly to him over the following week with any queries or further offers of help. Cllrs were pleased with the preparatory work so far and acknowledged that the estimated costs remained within budget. ALL

18. COMMUNICATIONS

Cllr Pursehouse and the Clerk to prepare the next CR6 magazine article for publication in June 2025 on the subjects of the annual meeting of the Council, the installation of bollards on the road leading to Spears Close and an invitation to come and meet Parish Cllrs at Warlingham Fair. 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. JP
KP

19. PAYMENTS & EXPENDITURE

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £5,731.23 (see below). The Clerk to dispense these payments. SB

Cllrs agreed to a maximum expenditure of £2,865 (net of VAT and within budget) in respect of the supply and maintenance of hanging baskets and watering of tubs at The Green for 2025/26. The Clerk to speak to the contractor about scaling back the watering of tubs during the period of construction of the Green Improvement Project Phase One. SB

Cllrs agreed to expenditure of £135 for new Cllr training for Cllr Scott and planning

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training for Cllrs Doshi and Scott to be provided by SALC (from the Council's training budget). Cllrs also agreed expenditure of a maximum of £55 for a large pitch at the Warlingham Fair in June. The Clerk to book these items. SB

The Clerk raised a concern about the billing by SSE in respect of power to The Green and said that he would raise a query – in the interim, bills would continue to be paid by direct debit which Cllrs noted. SB

20. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 4th June 2025. ALL

21. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS)

ACT 1960. None.

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

Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
2575	The East Surrey Transport Committee	10.00	Annual affiliation fee 2025/26
2576	Zurich Municipal	1,239.60	Annual Insurance Policy 2025/26 premium
2577	DM Payroll Services Ltd	132.00	Administration of payroll 2025/26
2578	Dan Jordan Publishing Ltd	264.00	Double-page article in CR6 Magazine on the Green Improvement Scheme – Phase 1 (£220 net of VAT)
2579	SPOILED	0.00	SPOILED
2580	Simon Bold	202.51	Reimbursement of costs incurred during April 2025 including £113.99 for VE Day 80 lamp-post signs
2581	Tina Picanza	**	Library Volunteer Coordinator's salary for April.
2582	Tina Picanza	17.17	Reimbursement of library costs incurred during April 2025
2583	Surrey Pension Fund	529.29	Employee and employer pension contributions for April
DD	Integrating Solutions Limited	56.30	Library photocopier provision for March and April 2025 (£46.91 net of VAT)
2584	Tandridge District Council	1,000.00	Contribution towards bollards for road leading to Spears Close/ Shoppers Car Park, Warlingham.
2585	Simon Bold	**	Clerk's salary and Green Improvement Project additional hours for April 2025
	Total	£5,731.23	

DD= Direct debit

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

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APPENDIX 2: COMMITTEES AND OTHER APPOINTMENTS

COMMITTEES & WORKING GROUPS (Cllrs only):
PLANNING COMMITTEE Nathan Adams, Simon Morrow, Anna Patel, Michael Whittington (reserves: Vikram Doshi and Ash Scott)
REMEMBRANCE DAY WORKING GROUP Nathan Adams, Keith Prew and Jeremy Pursehouse
WARLINGHAM GREEN IMPROVEMENT PROJECT STEERING COMMITTEE Simon Morrow (Chair), Perry Chotai, Keith Prew, Jeremy Pursehouse and Michael Whittington
WARLINGHAM LIBRARY MANAGEMENT COMMITTEE Keith Prew (Chair), Simon Morrow and Ash Scott.

RESPONSIBILITIES (including any delegations to non-Council members):
BIGGIN HILL AND GATWICK AIRPORTS LIAISON Nathan Adams
COMMON LAND Anna Patel and Jeremy Pursehouse
FLAG (on The Green) Nathan Adams, Perry Chotai 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 (showing Council representatives only):
BLANCHMAN'S FARM LOCAL NATURE RESERVE Ed Ralph
CHRISTMAS LIGHTS COMMITTEE Nathan Adams in partnership with the Clerk
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 EVENTS COMMITTEE Robin Bloore
WARLINGHAM VILLAGE HALL MANAGEMENT COMMITTEE Vikram Doshi