

**MINUTES OF THE MEETING OF  
WARLINGHAM PARISH COUNCIL HELD ON 4<sup>th</sup> JUNE 2025**

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

*Jeremy Pursehouse (Chairman), Robin Bloore,  
Vikram Doshi, Simon Morrow, Anna Patel, Keith Prew  
and Ash Scott.*

***Attending:***

*none*

*Meeting opened at 7:45pm and closed at 10:22pm*

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

**1. APOLOGIES FOR ABSENCE**

Cllrs Nathan Adams, Perry Chotai, Ed Ralph and Michael Whittington had provided their apologies prior to the meeting which Cllrs acknowledged and accepted.

**2. CODE OF CONDUCT**

No Cllr declared any Disclosable Pecuniary Interest in respect of items on the agenda. Cllrs Bloore, Pursehouse and Scott declared an 'Other Interest' in respect of item 8 with no-one else declaring an 'Other Interest'.

**3. MINUTES**

Cllrs approved that the Chairman sign the minutes of the meeting of the 7<sup>th</sup> May 2025. The Clerk to display copies on the Council's notice board and website.

SB

**4. MATTERS ARISING (for information only)**

Cllr Morrow advised that the official re-opening of the play area at Hamsey Green Recreation Ground had been a great success with lots of children from Hamsey Green Primary School present to enjoy the new play facilities. He also remarked on how the co-operation between the Parish Council and Tandridge District Council (TDC) had achieved such a positive outcome.

The Clerk confirmed that he had sent a letter to MP Jim McMahon, Minister for Local Government and English Devolution expressing the Council's view on local government proposals for Surrey.

The Clerk advised that he would follow-up on the request to TDC to remove signage from The Green and School Common (item 14 of the last Council meeting refers).

SB

Cllr Pursehouse to chase-up TDC about the feasibility of additional lighting along the road leading to Spears Close and the Shoppers Car Park, Warlingham.

JP

**5. OFFICER'S REPORT**

The Clerk provided a verbal report of tasks and activities completed since the last meeting. Cllrs suggested a written report in future so that they can review and, if applicable, ask questions.

SB

**6. AUDIT 2024/25**

Cllrs acknowledged receipt of the audit papers in respect of the Annual Governance and Accountability Return (AGAR) 2024/25 circulated by the Clerk prior to the meeting.

- a) Cllrs noted the contents of the Annual Internal Audit Report for 2024/25 and agreed that no actions were necessary other than for Cllr Pursehouse and the Clerk to: review Financial Regulations and Standing Orders to identify areas where the extent of delegation to the Clerk might be increased and to also consider in advance of each full Council meeting, what additional information is published with the agenda

JP

SB

- b) Cllrs considered the Annual Governance Statement for 2024/25 (AGAR Form 3, Section 1) which they then approved and which the Clerk and Cllr Pursehouse (Chairman) signed.

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- c) Cllrs considered the Accounting Statements for 2024/25 (AGAR Form 3, Section 2) presented by the Clerk as Responsible Finance Officer, which they then approved and which Cllr Pursehouse signed.

The Clerk to display the Notice of Public Rights and send off the completed audit papers to the external auditor no later than 30<sup>th</sup> June.

SB

### 7. FINANCE

- a) Cllrs reviewed the levels of Earmarked Reserves for the financial year and made one adjustment before reaching agreement. The Clerk to record.

SB

- b) Cllrs reviewed the summary of allocated Community Infrastructure Levy (CIL) funds and agreed to make several changes which the Clerk noted. The Clerk to re-issue the summary to Cllrs following the meeting.

SB

*At the start of the next item, Cllrs Bloore, Pursehouse and Scott temporarily left the meeting. Cllrs elected Cllr Morrow as Chairman for the next item in the absence of Cllr Pursehouse (and Cllr Perry Chotai, Vice-Chairman). Cllr Morrow temporarily chaired the meeting from this point.*

### 8. CHRISTMAS LIGHTS

The Clerk had circulated prior to the meeting a grant application for £1,000 received from the Warlingham Christmas Lights Committee. 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 2025 Christmas lights (from earmarked reserves) and the Clerk to confirm the Council's decision and other details to the applicant.

SB

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

### 9. EMERGENCY PLANNING

Cllrs reviewed the draft Emergency Plan circulated by the Clerk and agreed to remove reference to the Guide Barn as it was no longer in use. Cllrs noted the limited number of volunteers with 4x4 vehicles and agreed that the next CR6 article should include an appeal for more. Cllrs confirmed that they would be happy to adopt the Plan subject to sight and agreement by Chelsham & Farleigh Parish Council (C&FPC). The Clerk to liaise with C&FPC and, if applicable, issue the final document to the key contacts named in 1.3 of the document.

SB

### 10. WARLINGHAM GREEN IMPROVEMENT SCHEME

- a) Cllr Morrow provided a verbal report of recent activity. The briefing of retailers, which had taken place on the 21<sup>st</sup> May, had been well attended and SCC had commenced sending weekly progress reports to businesses located around The Green. The site compound had been established and Cllrs noted that many on-street parking spaces remained available towards the Westhall Road end of Redvers Road. Construction of the south pavement had commenced on 2<sup>nd</sup> June.

Cllrs Pursehouse and Scott agreed to create some social media content to specifically help keep the public informed of the timing of different elements of construction and any associated road diversions.

SM

JP

AS

Cllr Morrow confirmed that he had been working on the bid submission in respect of Phase Two of the Scheme to be submitted to TDC at the beginning of July. Cllr Pursehouse to provide a Stakeholder Engagement Plan to go with the bid application.

JP

- b) Cllrs acknowledged that they had already supported the licencing cost of re-locating the fish van to The Green until the end of July 2025. Although no delay in

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construction of the south pavement was envisaged at this point, Cllrs agreed to further expenditure of £95 to enable the licence to be extended to the end of August if required. The Clerk to monitor. SB

### 11. WARLINGHAM COMMUNITY LIBRARY

- a) Cllrs acknowledged that the Clerk in association with the Chair had approved the Library Memo of Understanding for 2025/2030 in accordance with the Council's Scheme of Delegation.
- b) Cllr Prew advised that he had only just received a draft copy of the new Licence to Underlet (between TDC, SCC and the Parish Council) and the new Underlease (between SCC and the Parish Council). Cllrs Morrow and Prew along with the Clerk to review the documents and any comments arising from this to be sent by Cllr Prew to SCC for consideration. SM  
KP  
SB
- c) Cllr Prew advised that a new project manager had been appointed by SCC and that they would assist with delivering the Library Refurbishment and Community Hub Project. Cllr Prew also advised that a procurement waiver was not possible and so SCC would conduct a "mini-tender" starting with a call for Expressions of Interest from contractors – SCC were currently of the opinion that the project could still start in September but Cllr Prew was concerned that this was over-optimistic and felt that a month or so later was more realistic. In association with the proposed refurbishment work, an asbestos survey was due to be conducted in the next couple of weeks. Cllr Prew confirmed that he had challenged SCC about the need to close the library for four weeks for refurbishment. KP  
Cllr Prew to provide an update to Cllrs on items 11b) and 11c) at the next meeting.
- d) Cllrs reviewed the standard 'out-of-hours' library hire charge for 2025/26 and agreed an increase to £10 per hour to take immediate effect. The Clerk to update the relevant documents and publicity. SB

### 12. COMMUNITY ASSETS TRANSFER PILOT PROJECT

Cllr Pursehouse provided a verbal summary of the status of discussions with TDC with respect to the future ownership and management of those community assets which formed the basis of the pilot project. Cllr Pursehouse advised that Parish Councils north of the M25 had met to discuss the pilot project, asset transfer options and opportunities to co-operate. As a consequence, the Councils had decided to set up some Working Groups to focus on specific topics and that they would share a list of those assets where an EoI had been submitted to TDC.

Based on the previous Council discussion in May, the Clerk to submit EoIs including one for the Shoppers Car Park (off the road leading to Spears Close). Cllrs Bloore, Morrow and Pursehouse along with the Clerk to attend the next meeting of the Parish Councils scheduled on the 9<sup>th</sup> June. SB  
RB  
SM  
JP

Cllr Pursehouse to provide a further summary of activity at the next Council meeting.

### 13. PLANNING

- a) Cllrs Doshi, Morrow, Patel and Scott confirmed their availability to attend the next Committee meeting scheduled for 10<sup>th</sup> June 2025. The Clerk to also check the availability of Cllr Adams and Whittington nearer the time. Only Cllr Doshi was able to confirm his availability for the Committee meeting on 1<sup>st</sup> July 2025. SM  
AP  
AS
- b) Cllrs agreed expenditure of £90 for Cllrs Doshi and Scott to attend planning training provided by the Surrey Association of Local Councils (SALC). The Clerk to make these bookings. SB  
The Clerk to write to TDC requesting training for Parish Councils on the government's classification of 'Grey Belt' (within existing Green Belt designated SB

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areas).

### 14. WARLINGHAM APPEARANCE AND AMENITY

- a) Cllr Morrow advised that he had written to TDC seeking the urgent replacement of the missing swing seat from the play area at Hamsey Green Recreation Ground. He had also asked that any graffiti on the old equipment be removed. Otherwise, he was pleased to report that the play area was noticeably busier since its refurbishment and addition of new equipment.

Cllr Bloore and Patel agreed to raise with TDC the need to weed and restock the bedding plants in the raised beds either side of the War Memorial at Warlingham Green. RB  
AP

Cllr Pursehouse to write to TDC asking them to inspect the new bollards on the road leading to Spears Close and to secure any that may have become loose. He also agreed to raise the age and condition of the defibrillator at the Village Hall with the members of its Management Committee. JP

Cllrs agreed to expenditure of up to £140 for the first cut of the verges and bunds at the Common Land. The Clerk to arrange. SB

- b) Cllrs approved two applications for banners on The Green - the Clerk to advise each applicant. The Clerk to advise a third applicant that they were too early (as set out in the Council's Banner Policy) and that their banner will be considered at a later date. SB

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

Cllr Bloore to ask County Cllr Becky Rush to write to SCC to confirm the availability of £25,000 for the proposed hardening of a section of the verge at Lime Grove. RB

Cllrs were disappointed with SCC Highways' response in respect of the Parish Council's request for more parking enforcement at Warlingham Village Primary School. The Clerk to provide a copy to Cllr Pursehouse. SB

The Clerk briefly set out the details, including costs, of making a Road Traffic Collision Report request from Surrey Police. Cllrs noted that a minimum period of six months must elapse (after the collision) before an application can be made.

The Clerk to chase-up SCC Highways about the Council's request for a Vehicle Activated Sign on Westhall Road to face traffic travelling away from The Green. SB

### 16. CORRESPONDENCE, CONSULTATIONS AND (PUBLIC) EVENTS

- a) Cllr Pursehouse reported that the Annual Parish Assembly had been well attended and thanked the various speakers. He was pleased that so many visitors had taken the opportunity to ask questions or raise points of concern. The Clerk to make sure that in 2026 the Assembly is well publicised and given more prominence on the Council's website. SB

The Clerk had circulated details of TDC's licence consultation by TDC in respect of the Warlingham Fair – Cllrs raised no comments.

- b) The Clerk advised that Cllr Whittington would be circulating a final briefing in respect of the Council's stall at the Fair and that a few time slots on the rota needed filling – Cllrs to review. The Clerk to order copies of the Council Tax mailing to be distributed at the event (the cost of circa £40 was within the existing amount already approved). ALL  
SB

### 17. COMMUNICATIONS

Cllrs Pursehouse and Morrow to prepare the next CR6 magazine article on the subject of the re-opening of the play area at Hamsey Green Recreation Ground. Cllr Pursehouse to add a few words appealing for volunteers with 4x4 vehicles to come forward and be included in the Emergency/ Resilience Plan. The Clerk to send to the editors by 10th June and also provide a copy of the article to Cllrs Prew and Pursehouse for uploading. JP  
SM  
SB  
KP  
JP

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to the Council's website and Facebook page respectively later in the month.

## 18. PAYMENTS & EXPENDITURE

Cllrs noted and authorised the list of payments provided by the Clerk, as shown in Appendix 1: Schedule of Payments, totalling £7,034.44. The Clerk to dispense these payments. SB

Cllrs approved 'bite-size' SALC training for the Clerk, totalling £30, in respect of "Essential Council Policies" and "Understanding the Model Financial Regulations". SB

## 19. NEXT MEETING

Cllrs noted that the next meeting of the Council was scheduled to take place on Wednesday 2<sup>nd</sup> July 2025. ALL

## 20. SUB-SECTION 2 OF THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960. None

### Appendix 1: Schedule of Payments

Chq No.	Payee	Amount £	Comments
DD	SSE Energy Supply Limited	195.46	Power to The Green (balance of payments December 2024 to February 2025)
2586	Warlingham Fair Committee	35.00	Pitch for the Parish Council stall at the Warlingham Fair
2587	Mulberry Local Authority Services Limited	315.00	Year-end Internal Audit for 2024/25 (£262.50 net of VAT)
2588	Mulberry Local Authority Services Limited	54.00	New Councillor Training - Cllr Scott (£45 net of VAT)
2589	Simon Bold	**	Clerk's salary and Green Improvement Project additional hours for May 2025
2590	Simon Bold	709.59	Reimbursement of costs incurred including £336 AV Equipment (Annual Assembly)/ £190 Temporary trading licence payment (Fish Van) and £141.53 (refreshments and sundries for Annual Assembly)
2591	Tina Picanza	**	Library Volunteer Coordinator's salary for May.
2592	Tina Picanza	9.90	Reimbursement of library costs incurred during May.
2593	Surrey Pension Fund	529.29	Employee / employer pension contributions for May.
2594	CJS Plants Limited	2,808.00	Annual supply and maintenance of hanging baskets around The Green (£2,340 net of VAT)
	<b>Total</b>	<b>£7,034.44</b>	

DD= Direct debit / \*\* Staff salary details have been redacted and form part of a confidential record in accordance with Financial Regulation 7.4