

**MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON  
6 FEBRUARY 2019 AT WARLINGHAM COMMUNITY LIBRARY IN WARLINGHAM.****Councillors (Cllrs) present:**

Simon Morrow (Chair), David Cooley,  
Anna Patel and Jeremy Pursehouse.

**Attending:**

Eight visitors (all part)

Meeting opened at 7:48pm and closed at 9:59pm

In attendance: Simon Bold, Clerk

**1. APOLOGIES**

Cllrs Nathan Adams, Annie Andrews, Robin Bloore, Charles Lister, Keith Prew, Ed Ralph and Cindy Steer had all provided their apologies prior to the meeting.

**2. ABSENCE**

As Cllr Cooley was present no action was required under this agenda item.

**3. CODE OF CONDUCT (declarations by Cllrs)**

The Clerk confirmed that no Cllr had made a change to their existing form since the last meeting.

Cllrs Cooley and Pursehouse declared an 'Other Interest' in respect of the proposed festive lights payment under item 18. Immediately prior to item 6a, Cllr Pursehouse declared a Disclosable Pecuniary Interest in respect of one of the cases in the report given by Cllr Patel. No other Cllr declared any Disclosable Pecuniary Interest and/or 'Other Interests' in respect of items on the agenda.

**4. MINUTES**

Cllrs approved the minutes of the 9 January 2019 meeting. The Clerk to display copies on the Council's notice board and to upload a copy to the Council's website.

SB

**5. MATTERS ARISING**

The Clerk had circulated a report from Cllr Bloore updating Cllrs in respect of the creation of a Traders Association in Warlingham and the refurbishment of the War Memorial. In respect of the latter, it was noted that a grant application in respect of the restoration costs for the rifle would be made on behalf of the Parish Council subject to clarification of the qualifying criteria.

RB

In respect to the protection measures for School Common, Tandridge District Council (TDC) had scheduled a site visit on the 15 February with Cllrs Morrow and Pursehouse to decide the final location of bunds and an entrance gate prior to work commencing shortly afterwards.

The Clerk to provide a review of savings account providers prior to the next meeting.

SB

*At this point in the meeting, item 12 was brought forward to enable to topic to be discussed earlier in proceedings. The original order of agenda items is maintained here for ease of reference with the published agenda.*

**6. PLANNING**

- a) Cllr Patel provided a summary of the Planning Committee meeting of 22 January 2019.
- b) In respect of planning application 2018/2494 (633 Limpsfield Road), Cllrs were confident that this would not encroach on the Common Land and so no action was deemed necessary.

**7. WARLINGHAM COMMUNITY LIBRARY**

- a) Cllr Morrow provided a brief summary of the Library Management Committee meeting of 21 January - the Clerk had also circulated the minutes to all Cllrs. Cllrs had previously discussed how the Council could best publicise the Library - Cllr Pursehouse had now spoken to the Library Volunteer Coordinator and he agreed to

JP

produce a press release to emphasise the Library's wider role as a community hub.

- b) Cllr Morrow had circulated the updated Memo of Understanding prior to the meeting and confirmed that it satisfactorily reflected the requirements of the Parish Council and Surrey County Council (SCC). Cllrs approved the document and agreed that Cllr Morrow sign it off with a copy retained by the Clerk. A new licence to address out-of-hours use of the Library by the Parish Council was still to be concluded with SCC – Cllr Morrow continues to chase this up. SM
- c) Cllrs discussed the purchase of a gazebo for Library use at public events. In principle, Cllrs agreed to this but wished to have more details and a costing before deciding whether to approve. The Clerk to seek further information via the Library Volunteer Coordinator. SB
- d) The Clerk had provided Cllrs with details of two quotations obtained with respect to the installation of a concrete base for the commemorative bench outside the Library. Cllrs approved up to £450 for this work. The Clerk to instruct the chosen contractor to proceed. SB

## 8. FINANCE

- a) The Clerk confirmed the Council's bank balances as at 31 January 2019 as follows: current account £25,038 and reserve account £53,090. These balances included £22,600 of Community Infrastructure Levy (CIL) and earmarked reserves of £25,018. The Clerk also confirmed that payments of £13,258 had been made since the last meeting and £320 received. The latter was split between £320 of Library income and £9 of bank interest.
- b) Cllrs discussed a retrospective amendment to the grant application made by the Warlingham Park Bowls Club. Cllrs agreed that the original award, made at the December 2018 meeting, should stand. It was noted that this was based on exceptional circumstances and should, in no way, set a precedent. The Clerk to advise the applicant. SB
- c) The Clerk reminded Cllrs that the Council had a Business Reserve Account with NatWest Bank with a zero balance. Cllrs agreed that this account could be closed once a decision had been made on the most suitable savings account provider.

## 9. TRAINING

The Clerk had circulated the 2019 Surrey Association of Local Councils training programme prior to the meeting. Cllrs to advise the Clerk of any course they wished to attend. ALL

Cllrs approved the Clerk's attendance at a one-day Society of Local Council Clerks Regional Training seminar in March at a cost of £80 (ex-VAT). The Clerk to book. SB

## 10. WARLINGHAM GREEN AND WARLINGHAM'S APPEARANCE

- a) Cllrs were pleased to note that the appearance of the old Manor Park garage site had been improved following the installation of high hoardings around its perimeter. The Clerk had written to the agent for the old NatWest site for news but no response had been received. ALL
- Cllrs were asked by the Clerk to check the condition of the flag on the Green and provide comments prior to the next meeting. In the meantime, he would obtain a quote for its replacement. SB
- Cllrs approved two requests for banners on the Green over the coming months. The Clerk to advise the applicants. SB
- b) Cllr Morrow gave a brief update on the Green Improvement Project. He was still waiting for a costing of the scheme from the Quantity Surveyor so would chase up for news. SM
- He was also pressing for further information from TDC on how the scheme could be SM

funded using CIL and guidance on conducting a Parish Poll (a public vote).

- c) Cllr Patel to provide details of the next Litter Pick at the March meeting. AP
- d) Cllrs briefly reviewed the List of Assets of Community Value relating to Warlingham and agreed that no further action was necessary.

#### 11. OPEN SPACES

The Clerk reported that he had contacted the Council's solicitor about the parking area off the Limpsfield Road on the Common Land. Cllrs agreed to follow the solicitor's advice and the Clerk to write to the owners of the café pointing out that it is their responsibility to maintain the car park. SB

*Item 12 below was discussed immediately after item 5 but is recorded here in the minutes for ease of reference*

#### 12. WARLINGHAM VILLAGE (PRIMARY) SCHOOL (relocation proposals by SCC)

Cllr Morrow expressed his regret that so few members of the Council were present to enable a fuller discussion and therefore he felt uncomfortable trying to reach any conclusions or to take a particular course of action at this stage. It was agreed that the Clerk should circulate a note of the issues and concerns raised by those present to all Cllrs for review. Cllr Lister was nominated to produce a draft letter (to be addressed to SCC), taking into account the issues noted, for consideration at the Council's next meeting. The final letter to be copied to the new County Cllr Becky Rush and Piers Mason, Strategic Director of Place at TDC, to seek clarification of the implications of cancelling this proposal in the context of the Local Plan. SB  
CL

#### 13. SURREY HIGHWAYS

- a) Cllr Morrow confirmed that the pot-hole on Church Road (reported last month) had now been repaired. He also confirmed that the work to provide additional car parking spaces on Blanchmans Road was due to commence on 18 February. Cllr Morrow would attend a Tandridge Local Committee meeting shortly that will include a presentation by SCC on highway wet-spots - Cllr Morrow to raise the wet-spot on the Limpsfield Road at Hamsey Green.

The Clerk reported that SCC had cut back two front hedges on Shelton Avenue which had been encroaching across the pavement.

The Clerk reported that SCC Highways had advised that they would continue to remove advertising banners attached to street furniture (railings and lamp-posts). The Clerk to report to SCC the repeated attachment of banners to the central reserve crossing outside Sainsburys which Cllrs considered to be a safety issue. SB

The Clerk to report, in the absence of Cllr Adams, a slumped section of road at the Library corner on Shelton Avenue. SB

Cllrs discussed the pedestrian crossing outside 413 Limpsfield Road (the flower shop) following reports of a small number of drivers not stopping to give way to pedestrians. The Clerk to write to the local area Highways Officer to ask that they conduct a safety inspection. SB

- b) In respect of future highway verge cutting, Cllr Morrow advised that TDC planned to write to Parishes with details of how they can arrange additional verge cuts starting 2019/20. The Clerk to obtain a cost for maintaining the number of current cuts (urban) across the whole Parish. The Clerk to advise Cllrs prior to the next meeting. SB

#### 14. RECENT CONSULTATIONS BY SURREY COUNTY COUNCIL

Cllrs discussed the decision by SCC to delay the implementation of the closure of the Bond Road Community Recycling Centre. The Clerk to write to SCC to ascertain what materials will continue to be accepted at the site and whether the site's capacity for recyclables will increase. SB

In respect of the consultation on Children's Centres, Cllrs were heartened by a TDC

initiative (with funding) to look at ways of maintaining some of the existing services.

#### 15. OUTSIDE BODIES, COMMITTEES AND PUBLIC EVENTS

Cllrs noted that the Annual Parish Meeting will take place on Tuesday 14 May at the Village Hall. The guest speaker will be Keith Jecks, Chair of the TDC Planning Policy Committee.

SB

The Clerk to attend the next TDC Parish Assembly in March devoted to the topic of local elections.

#### 16. COMMUNICATIONS

a) Cllr Morrow to write the next CR6 magazine article on the subjects of protection measures for School Common, SCC's relocation proposals for Warlingham Village School and to mention the imminent Spring litter pick.

SM

b) Cllr Prew and Ralph to add articles on the above subjects (16a) to the Council's website and Facebook site respectively.

KP

ER

#### 17. CORRESPONDENCE

The Clerk confirmed that the Council had received 'thank you' messages from a number of grant award recipients.

#### 18. PAYMENTS

Cllrs authorised the list of payments (see Appendix 1: Schedule of Payments) totalling £6,432.70 including the Council's expenditure in respect of the 2018 Christmas lights. The Clerk to dispense payments.

SB

#### 19. NEXT MEETING

a) Cllrs noted that the next scheduled meeting will take place on 6<sup>th</sup> March 2019. Items nominated for inclusion were a review of the terms of reference for the Planning Committee and to consider TDC proposals with respect to children's playgrounds.

b) The proposed dates of future meetings through to April 2020 were agreed. The Clerk to put these on the Council's notice board and update the Council's website.

SB

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

Nothing was discussed under this item.

### APPENDIX 1 – SCHEDULE OF PAYMENTS

Chq No.	Payee	Amount £	Comments
845	Warlingham Village Hall	30.00	Hall hire (Annual Village Meeting in May 2018)
846	Ultralite Ltd	5,220.00	Additional Festive Lights at Warlingham Green (inc VAT)
847	Robin Bloore	73.30	Hall hire and refreshments for Warlingham Traders' meeting
848	Simon Bold	*****	Clerk's salary for January 2019
849	Simon Bold	62.83	Expenses claimed by the Clerk

850	Tina Picanza	*****	Library volunteer coordinator's salary for January 2019
851	Tina Picanza	15.10	Expenses in January 2019 claimed by the Library Coordinator
852	Surrey Playing Fields	10.00	Affiliation Fee 2019/20.
DD*	Integrating Solutions Limited	16.32	Library photocopier provision (inc VAT)
	<b>TOTAL</b>	<b>£6,432.70</b>	

*\*paid by direct debit*