

## MINUTES

### Warlingham Parish Council

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#### MINUTES OF THE MEETING OF WARLINGHAM PARISH COUNCIL HELD ON 6 JUNE 2018 AT WARLINGHAM LIBRARY, SHELTON AVENUE, WARLINGHAM.

**PRESENT:** Cllr Simon Morrow (in the chair)  
\*Cllr Nathan Adams Cllr Robin Bloore  
Cllr David Cooley Cllr Charles Lister  
Cllr Anna Patel Cllr Keith Prew  
Cllr Jeremy Pursehouse \*Cllr Ed Ralph  
Cllr Cindy Steer

\*Arrived after the meeting began  
**IN ATTENDANCE** – Gina Caunt

**18/102. APOLOGIES** – Cllr Annie Andrews

#### **18/103. CO-OPTION TO FILL THE CASUAL VACANCY**

Cllr Morrow nominated Jeremy Pursehouse and it was unanimously agreed that Jeremy Pursehouse be elected to fill the casual vacancy. Cllr Pursehouse duly signed the acceptance of office and joined the meeting.

#### **18/104. DECLARATIONS OF INTEREST**

**All Members present are required to declare, at this point in the meeting or as soon as possible thereafter:**

- (i) any Disclosable Pecuniary Interests (DPI's) in respect of any item(s) of business being considered at the meeting and/or**
- (ii) other interests arising under the Code of Conduct in respect of any item(s) of business being considered at the meeting. Anyone with a DPI must, unless a dispensation has been granted, withdraw from the meeting during consideration of the relevant item of business.** None declared

**18/105. DISPENSATIONS** - None requested

#### **18/106. MINUTES**

The minutes of the meeting held on 9 May 2018 had been circulated and were signed by the Chairman as a true record.

#### **18/107. MATTERS ARISING**

- a. **Traders Group meeting** - RB reported there hadn't been any progress but that a potential chair had been identified. He will be trying to set up a meeting.
- b. **Appointment of new Clerk** – GC met with the new Clerk Simon Bold this week to continue the handover. The final handover will be next week when the laptop and files are passed to him. He will be contactable on [clerk@warlinghampc.gov.uk](mailto:clerk@warlinghampc.gov.uk). SB will need to purchase a printer for PC use and it was agreed to authorise the purchase of a printer up to a cost of £150. The new GDPR advises Clerks not to disclose their personal address to members of the public and that a business address should be used. It was agreed to ask Surrey

Libraries if the Clerk can use the Library address for all post. SM will ask for agreement from Surrey Libraries. Cllrs Lister, Morrow and Steer met to work through the new contract for the Clerk and are consulting SSALC on a few matters.

**ACTION SM**

- c. **Meeting on proposed TDC fees for public events** – RB and JP met with other event organisers in the Tandridge area and are going to meet with Piers Mason, TDC Director of Place to discuss further.
- d. **Common Land** – CL reported that there are still some bricks, pipes and building waste on the common land. He and AP are liaising with TDC to clear. It was noted the grass has not had its first cut this year, GC to remind our contractor.

**ACTION GC**

- e. **Annual Parish Meeting (APM)** – The meeting was well attended by approximately 90 local residents. Thanks were expressed to Ed Ralph, Gina Caunt and Simon Bold for their help in making the meeting a success.

## **18/108. PLANNING**

- a. **Report on the planning committee meetings of 15 May and 5 June**

At the meeting held on 15 May, 11 applications were considered and two concerns lodged with TDC. At the meeting held on 5 June 15 applications were considered and no objections lodged.

## **18/109. FINANCE**

- a. **Payments:** The following payments were authorised

Gina Caunt (Clerk salary for May)	£731.18
Tina Picanza (Volunteer Coordinator salary for May)	£195.60
The Surrey Pension Fund (Clerk pension for May)	£227.87
Gina Caunt (expenses incl APM refreshments)	£152.41
Tina Picanza (expenses)	£16.28
Notice Boards UK (library notice board)	£70.80
Surrey County Council (library assistant Q1 net £4,508.33)	£5410.00
Caterham Valley Parish Council (GDPR Cllr training)	£40.00

- b. **Deposit Account Signatories**

Cllrs Morrow and Prew agreed to be signatories on the deposit account, the new Clerk will also be a signatory as the administrator of the account. This was resolved by the Council. **ACTION GC/SB**

- c. **Payment to Clerk for holiday not taken**

This was discussed and it was agreed that the Clerk should receive payment for holiday not taken in both 2017/18 and 2018/19.

## **18/110. THE GREEN**

- a. **The Green's Appearance and Vitality**

- i. **Manor Park and Nat West** – TDC has approved the planning application for mixed use at the former Manor Garage site. TDC are writing to the current owners to ask that they tidy up the site and if this is not done TDC will issue an improvement notice. The estate agent dealing with the sale of the former Nat West Bank has advised that the property is now under offer.

- ii. **Other including planter watering** – CS has spoken to the Hardware Store who will ask their Landlord for permission for a tap to be fitted on their forecourt. She is also to meet Highways to see if a stop tap can be installed in the ground.

SM has spoken to TDC Planning regarding a new lit sign above one of the shops and TDC has informed them they have to apply for advertisement consent.

## **b. The Green Improvement Project**

The working group met on 16 May to consider the 36 responses received from the public consultation. Discussion took place about the responses and a number of changes were agreed including removal of the refreshment kiosk, flower beds by the war memorial restored, the maze removed and a water feature added, low kerbs instead of bollards next to the parking bays, Westhall Road corner amended with protective bollards added, zebra crossing pushed back a little and island removed; also to be low level planting on the Green and Islands. The lights, bins and benches are to be of consistent design. The architect will make the changes to the plan and also work up some proposals and options for lighting and street furniture. The architect cost for this will be between £1,200 and £1,600 and this was agreed.

## **18/111. SURREY HIGHWAYS**

### **a. Highways Defects**

**i. Matters outstanding - a response is awaited from Highways as to whether** Limpsfield Road close to Hamsey Green will be designated an official “wetspot” which should mean effective measures will be taken.

**ii. New Issues:** NA has reported blocked drains near Sainsburys: 2 have been cleared but 1 still to be done. There are concerns about proposed new bus shelters near the McCarthy & Stone development in Westhall Road: CS and SM are involved in trying to resolve.

## **18/112. COUNTY COUNCILLOR ALLOCATION OF FUNDS TO PARISH COUNCIL**

Cllr Hodge has offered his Councillor allocation of funds to the parishes in his division. Warlingham has been offered £3500 to spend on Highways work and £2000 from the Community fund. We are awaiting information on what the Highways fund can be used for. Cllrs are to give some thought to ideas for the Community fund and the matter will be tabled for discussion in the autumn. **ACTION ALL/SB**

## **18/113. WARLINGHAM APPEARANCE**

The roundabout by Sainsburys requires some attention. When the Warlingham store was built it was included in the deeds that Sainsbury will be responsible for maintaining the roundabout in perpetuity. SB to write to the store and ask them to carry out some maintenance on the roundabout. **ACTION SB**

The appearance of the bins on School Common had been raised at the Annual Parish Meeting. It was agreed to consider this further once the design for the bins on the Green has been agreed as the intention would be to have a uniform design throughout.

## **18/114. COMMEMORATIVE BENCH**

TDC has granted permission for a bench to be installed outside Warlingham Library in memory of Cllr Gillian Woods, subject to the position being agreed with its surveyor – SM will do. It was agreed to purchase the same bench as the one purchased for Blanchmans Farm at a price of £725.36 net. It was agreed the commemorative plaque will have the following text ‘In memory of Councillor Gillian Woods who loved this Community Library and played a leading role in creating it. Provided by Warlingham Parish Council’. SB to order the bench. A local resident has offered to fix the bench for the cost of the materials only. SB to liaise with him regarding delivery and fixing **ACTION SB**

### **18/115. MINT WALK**

TDC will be writing to residents in surrounding roads to advise them of the imminent installation of CCTV. Date of installation is still to be advised. RB will write to the Surrey Police Commissioner regarding the switching back on of the street lights in Mint Walk. Police continue to visit on a regular basis. **ACTION RB**

### **18/116. WARLINGHAM WAR MEMORIAL**

RB has not been able to obtain a third quote for the works to the War Memorial. The War Memorials Trust has agreed that we can submit the grant application with two quotes. RB and DC will work on completing the grant application. **ACTION RB/DC**

### **18/117. KENNEL FARM RIGHTS OF WAY**

CL has completed a preliminary analysis of the 60 evidence forms received. Half of the forms received have stated the same route. CL will contact some of the senior residents who said they walked this route from the 1950's to clarify their information. CL will also discuss with the Countryside Access Officer. **ACTION CL**

### **18/118. WARLINGHAM FAIR**

The rota for manning the stand was circulated and completed and final arrangements were made. KP will bring the gazebo which NA and CL will erect; RB will bring and return the screens and a table. SM will bring and set up the display. SB can assist and will be asked to help at start and end of day.

### **18/119. GENERAL DATA PROTECTION REGULATIONS**

Further work on the GDPR will be done by the new Clerk. **ACTION SB**

### **18/120. COMMUNICATIONS**

- a. **Website** – KP will update the Project section using the Power Point presentation from the Annual Parish Meeting, photos and details of councillors Ralph & Pursehouse to be added. **ACTION KP/SM**
- b. **CR6** – SM will write an update on the Green Improvement Project and the former Manor Park Garage. **ACTION SM**
- c. **Face book Page** – A post to promote our stand at the Blanchmans Fair was agreed. **ACTION ER**

### **18/121. OUTSIDE BODIES - Reports of meetings attended – None**

### **18/122. CORRESPONDENCE**

- a. Letter from Warlingham Cricket Club to say thanks for our support and to advise the new sight screens are installed.
- b. Letter from TDC about the funding the cutting of grass verges along the highway to existing levels. – SB to confirm to TDC that, in principle, the Parish Council will consider contributing some funds to the costs starting 2019/20. **ACTION SB**

The next meeting will be held on 4 July 2018.

**The meeting closed at 9.50 pm.**

**Signed...*Simon Morrow.***

**Date...*4 July 2018.***