

Full Council meeting – 24th April 2024

Minutes of the meeting of Lingfield Parish Council as above, held at Lingfield & Dormansland Community Centre, 19:00.

Present: Cllrs Hearnden (Chair), Downing, Fudge, Lockwood, Marks.

Absent: Cllrs Duggan, Steeds.

In attendance: L Dunkley, Clerk. 1 member of the public.

2024/04/1: Apologies for absence.

RECEIVED from Cllrs Duggan, Steeds.

2024/04/2: Declarations of interest/Request for dispensations. None.

2024/04/3: Public Participation

P Hall commented that there was no St George's flag flying on St George's Day and requested that the appropriate flags are flown on Patron Saints Days for home nations.

2024/04/4: District and County Councillors' reports

Cllr Steeds (SCC & TDC) submitted a [written update](#).

2024/04/5: Council meeting minutes: 27th March 2024

RESOLVED that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Lockwood/Downing. 3 in favour, 2 abstained Cllrs Fudge, Marks. No matters arising **NOTED**. **Clerk to publish.**

2024/04/6 Committee minutes

NOTED the minutes and resolutions therein of the Committee meetings as below:

Planning Committee – [26th July 2023](#)

Planning Committee – [11th October 2023](#)

Planning Committee – [8th November 2023](#)

Planning Committee – [13th December 2023](#)

Planning Committee – [10th January 2024](#)

Planning Committee – [10th April 2024 \(draft\)](#)

2024/04/7 Schedule of payments and budget report

RESOLVED to approve as above ([bank reconciliation](#), [budget report](#)). Cllrs Lockwood/Hearnden. Unanimous. **Clerk to action.**

Payee	Description	Gross amount
Mulberry & Co	Cllr training: planning	£60.00
Vision ICT	Hosted email to June 2025	£144.00
April Skies	Year end internal audit	£182.80
Cypress Bay	3 cuts at Centenary allotments	£240.00
Cowell & Ewards	Clearing access to Centenary Field allotment	£255.00
RV Deller	Pond & other grass cutting	£620.00

Holly Tree Surgeons	Tree works at Vicarage Rd	£870.00
Surrey ALC	Annual subscription	£1,532.73
L&D Community Centre	Annual office rent	£1,740.00
Churchill Farm	Cut & Clear grass from Nature Reserve	£2,400.00
	Staffing April	£2,968.26

2024/04/8 Grant Request: Tunbridge Wells and District Samaritans

RECEIVED as above ([1](#), [2](#), [3](#)) and **RESOLVED** to award £250 and requested that they provide information in the community such as poster in the doctors surgery and noticeboards and an article in the Community News. Cllrs Marks/Hearnden. Unanimous.

2024/04/9 Section 1 – Annual Governance Statement 2023/24

RESOLVED to approve as [above](#). Cllrs Lockwood/Hearnden. Unanimous. **Clerk to publish.**

2024/04/10 Section 2 – Accounting Statements 2023/24

RESOLVED to approve as [above](#). Cllrs Hearnden/Lockwood. Unanimous. **Clerk to publish.**

2024/04/11 Internal Audit year-end report 2023/24

NOTED the recommendations and findings as [above](#). It was noted that any outstanding matters identified in the interim audit had been addressed when the final audit had taken place. **Clerk to publish.**

2024/04/12 Tree works at Pollards Field allotment site

DISCUSSED the need for tree height reduction as above. It was felt that the latest lease should be retrieved to investigate the maintenance responsibilities and to clarify if a new lease is needed. To also seek quotes for 50% height reductions on the western side. **Clerk to action.**

2024/04/13 Nature Reserve “Nature Makers” event

DISCUSSED as [above](#). The Council cannot give permission for money-making events to take place in the Nature Reserve and cannot restrict any area of the Reserve from the public; further, the Council’s insurance will not cover such activities. **RESOLVED** to not permit the event. Cllrs Fudge/Downing. Unanimous. **Clerk to action.**

2024/04/14 Training reports

RECEIVED a verbal report from Cllr Hearnden who attended planning training which looked in particular at preplanning applications.

2024/04/15 Update: Lingfest 2025

RECEIVED as above from the working group who last met on 23rd April. The most suitable date for the event is being researched, and a budgeting framework sought. The working group are next due to meet on 1st May. Cllr Marks raised the notion of a wet-weather contingency plan.

2024/04/16 Update: CCTV

RECEIVED as above from Cllr Fudge. The final stage of installation is due to be completed on 27th April. **Cllr Fudge to liaise with Clerk regarding policy wording.**

2024/04/17: Notification of meeting/Suggested items for agenda: 22nd May 2024

NOTED suggested items for the next Council meeting: Appointment of Chair and Vice Chair; various admin procedures for the new municipal year; replacement bins; Patron Saints flags; blue heart scheme (verges – June meeting); Newchapel Road cleaning and grass encroachment; Email and website update; D-Day 80th anniversary wreath laying (**Clerk to investigate local activities**); Visioning (June).

2024/04/18 Public Bodies (Admissions to Meetings) Act 1960.

RESOLVED that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Personal Data; Quotations. Cllrs Downing/Lockwood. Unanimous.

2024/04/19 Skip quotation for allotment site

CONSIDERED a request for a skip at Pollards Field allotment site. **RECEIVED** quotes and **RESOLVED** to instruct Taylor Skips to deliver. Cllrs Downing/Lockwood. Unanimous. **Clerk to action.**

2024/04/20 Accounts packages quotations

CONSIDERED the need for the Council to use a targeted accounts package for local councils, per the internal auditor report. **RECEIVED** quotes and verbal recommendation from the Clerk. Council felt that there needed to be an exploration of other options that are not necessarily targeted at local councils, and that three-year costings should also be sought for all packages. Item Deferred. **Cllr Fudge to liaise with Clerk about other options.**

2024/04/21 Memorial bench request

CONSIDERED a request for replacing a bench at Gun Pond. **CONSIDERED** options and **RESOLVED** to permit the request and the requested longer inscription is space allows. Cllrs Hearnden/Marks. Unanimous. **Clerk to action.**

Meeting closed at 20:15.