

Lingfield Parish Council

MINUTES OF A MEETING OF LINGFIELD PARISH COUNCIL HELD ON SATURDAY 31ST MARCH 2012 AT 9.45AM AT LINGFIELD AND DORMANSLAND COMMUNITY CENTRE

Present:

Chris D'Avray – in the chair
Graham Marks
Valerie Millar
Lisa Bangs
Mary Edwards

County Councillor Michael Sydney

Three members of the public (part of meeting)

In attendance:-

Mrs Fay Elwood, Parish Clerk

Report from County Councillor Michael Sydney

Michael explained the reasons behind the 3% increase in **Council Tax** and stated that it was a unanimous decision based on good management practices.

He reported that the **Community Gang** is to be resurrected and will be available for 48 weeks of the year. He suggested that Lingfield PC produces a wish list which is reviewed at each meeting and copied to Highways and himself.

£500,000 is to be spent on Tandridge roads in 2012/13 and hopefully a substantial amount will be spent in the Lingfield division.

The County Council has explored the ideas of contracting out **youth services** but has taken the decision to continue to employ the current youth worker.

Local Committees will have more powers following the implementation of the Localism bill but it is not yet clear what those powers are.

The **Traffic Calming Scheme** proposed for Godstone Road hangs on proof of ownership of a small piece of land required to give adequate sight lines for the access road. The legal situation is still to be resolved.

Town Hill footpath widening is in the programme of works for 2012/13.

Report from District Councillor, Lisa Bangs

The litter bin which was provided in the **twitten from The Star to Station Road** has been removed because it was set on fire two days after installation. There are no plans to replace it. The litter pick which Chris arranged has improved the area and Lisa will try to make arrangements for Richard Ford to include it in his regular street cleaning schedule.

Refuse and Recycling – the final details are being worked on. Councillors have been asked to identify potential problems for residents so that these can be addressed before the scheme

is implemented. If members are aware of residents who may encounter difficulties by the implementation of the new arrangements, they should let Lisa know. Lisa had been asked to look at the oak trees in the car park of **The Old Cage** and it was noted that a planning application has been submitted for work to reduce the size of these.

Referring to the Tandridge District Council budget, Lisa was disappointed that residents in Meadowside have had to incur an 8.1% increase in their plot fees.

1. PROCEDURAL MATTERS

1.1 Apologies for Absence

Apologies for absence received from Sonia Perkins and John Cole.

1.2 Declaration of Interests

Lisa Bangs declared a personal interest in items 4.1 and 4.5 because of her membership of the Community Services Committee and Planning Committee at Tandridge District Council.

Chris D'Avray declared an interest in item 2.5 because he is chairman of the Community Centre Management Committee.

1.3 Minutes of meeting held on Saturday 28th January 2012

These were signed as a true and accurate record of the meeting

1.4 Correspondence

Members noted list of correspondence received between 23rd January and 13th March 2012.

1.5 Outstanding Actions

Contact Arena Leisure to pursue idea of car park in Station Road

Paul Shrimpton has advised that the take-over at LPR will have effect at the end of March and it would be wise to wait until a couple of months have passed to raise the issue with the new board of directors.

Gun Pond Improvements

Although the working party has not met recently, they have been in discussion about possible improvements. Ian Bennett is making enquiries about a chemical which breaks down silt to save it being removed. Mary will report back when she has a price for this treatment.

Logo for Parish Council Stationery

John decided against the idea of a competition and has asked someone to design a logo. The clerk reported that a letter has been received from a young resident suggesting a children's design competition. Graham Marks said that the Cobham coat of arms should be incorporated somewhere in the design.

Action: John Cole

Replace meter box at Gun Pond

The Clerk is waiting for quotes from builders. Graham asked if a missing brick could be replaced when this work is carried out.

Action: Clerk

Liaison with Doctors to increase capacity at surgery.

Chris has met with the partners and has been advised that the financial climate is not conducive to expansion plans. Graham expressed concern that if the need for a larger surgery has been identified, how are those needs being met. Lisa will request a list of reasons for justifying planning permission for a larger surgery so that the parish council can put this question to the partners.

Action: Lisa

Produce a 'welcome pack' for web site

The clerk is producing a database of local services and organisations which will be added to the web site.

Action: Clerk

Footpath from Felcourt to Lingfield

Michael Sydney is deferring further discussion until the new board of Arena Leisure has settled in.

2.1 Financial Report

Members approved the Financial Report and noted that cash in the bank as at 29th February 2012 was £17,648.70. The following cheques were approved for payment:

| Date | Cheque | Payee | Amount |
|-------------|---------------|-----------------------------------|---------------|
| | | | £ |
| 02/02/2012 | 848 | Lingfield Chamber of Commerce | 1,000.00 |
| 04/02/2012 | dd | Orange Broadband | 20.42 |
| 14/02/2012 | 849 | Lingfield Cricket Club - Grant | 1,000.00 |
| 14/02/2012 | 850 | Viking Stationery | 74.02 |
| 14/02/2012 | 851 | Surrey Pension Fund | 267.46 |
| 14/02/2012 | 852 | F. Elwood - Clerk's Salary | 873.33 |
| 14/02/2012 | 853 | A. Heaton - Salary | 115.20 |
| 14/02/2012 | 854 | R. Deller - Work at pond | 360.00 |
| 22/02/2012 | 855 | HM Revenue & Customs | 190.07 |
| 13/03/2012 | 856 | Burstow Parish Council - Hub | 216.52 |
| 13/03/2012 | 857 | D. Netherclift - Fuel for mower | 7.23 |
| 13/03/2012 | 858 | Viking Direct | 110.36 |
| 13/03/2012 | 859 | SCAPTC - LCR Subs | 31.00 |
| 13/03/2012 | 860 | SALC - Localism Conference | 102.00 |
| 13/03/2012 | 861 | Wraptastic - Signs for allotments | 40.00 |
| 15/03/2012 | 862 | BT - Phone Bill | 129.96 |
| 15/03/2012 | 863 | A. Heaton - Salary | 57.60 |
| 15/03/2012 | 864 | F. Elwood - Salary | 873.33 |
| 15/03/2012 | 865 | HM Revenue & Customs | 175.67 |

| | | | |
|------------|-----|------------------------------|--------|
| 15/03/2012 | 866 | Surrey Pension Fund | 267.46 |
| 19/03/2012 | 867 | L & D Comm Centre - Rent | 180.00 |
| 21/03/2012 | 868 | David Netherclift (Mower) | 144.00 |
| 21/03/2012 | 869 | SCAPTC - Local Council Forum | 12.00 |
| 22/03/2012 | 870 | BT Payment Services | 96.43 |
| 30/03/2012 | 871 | R.C. Larkin | 160.80 |

2.2 Chairman's Report

Although the Chairman had been away for a month he reported attendance at the following events:-

- 17th March 2012 Litter Pick in the twitten between Church Road and Station Road
- 19th March 2012 Fairtrade Meeting
- 20th March 2012 Lingfield Victoria Sport and Social Club AGM
- 21st March 2012 Lingfield Nature Reserves Meeting
- 23rd March 2012 Charity Spring Ball (TDC Chairman)
- 24th March 2012 Police Panel Meeting
- 26th March 2012 Hub meeting in Smallfield
- 27th March 2012 Met with Highways Officer to look at locations for village signs

Graham Marks reported that blocked drains had been the subject raised at his Councillor Surgery. He was disappointed that SCC will not bring forward their planned gully clearing for the High Street.

2.3 Parish Office

Members approved expenditure of £176 to replace two blinds at the Parish Office.

2.4 Salt Spreader

Members agreed not to fund an extra salt spreader until the effectiveness of the new salt bins has been established.

2.5 Noticeboard

Members agreed not to contribute towards a further notice board at the Community Centre because the Parish Council already has one nearby.

2.6 Risk Assessments

Members approved risk assessments for 2012 but suggested the following:-

The clerk should acquire a personal alarm.

The computer equipment should be marked with our postcode.

The other clerks in the Hub should be asked to provide sickness cover if necessary.

Action: Clerk

2.7 Virement

Members agreed a virement of £650 from 'Contingency' to 'Grants' to cover the cost of the grant to the Lingfield Chamber of Commerce for Christmas Lights.

2.8 Internal Audit

Members noted that we have reviewed our system of Internal Audit and confirmed they are satisfied that our auditor is working to the guidelines published in 'Governance and Accountability in Local Councils in England and Wales'. Members are satisfied that the Internal Auditor is Competent and Independent and understand their obligation to consider any feedback from the Internal Audit in time to allow signing of the Annual Return.

2.9 Annual Parish Assembly

It was agreed that the evening will begin at 7pm with refreshments and the formal part of the evening will begin at 7.45pm. Members will provide the clerk with names and contact details of anyone they wish to invite. The Chairman will give a report on the activities of the past year and invite the District and County Councillors to give a report.

2.10 Pre-Determination

Members noted receipt of Legal Topic Note LTN 81 on the subject of Pre-Determination.

3. GRANTS

3.1 Lingfield Skatepark Campaign

Members considered an application from Lingfield Skatepark Campaign and **agreed** to award a grant of £500 when the work has been carried out. LPC may consider a further contribution towards the end of the financial year if the total amount has not been raised.

4 PARISH FACILITIES

4.1 Talbot Road Recreation Ground

Members agreed to pay £5000 towards the cost of resurfacing and repainting the multi use games area at Talbot Road. The clerk will submit an application form to the Community Improvement Fund for this amount but if the application is unsuccessful the Parish Council will pay this from its Reserves. The clerk will also submit an application for the cost of providing parking within the sports ground. Lisa will find out if planning permission is required.

On the subject of a replacement pavilion, Chris reported that the pre-school, which currently meets at the Community Centre, would like to find more suitable accommodation. It was suggested that a dual purpose building may be suitable for Talbot Road Recreation Ground. It was agreed that the clerk (with assistance from a volunteer) will find out what grants may be available so that the Parish Council can decide whether to approve the cost of submitting a planning application. Lisa will find out exactly which areas will be eligible for the grant funding available to QE2 Fields.

Action: Lisa

4.2 Centenary Fields Allotments

Members approved expenditure of £120 for a replacement mower at Centenary Fields allotments.

4.3 The Pollards Allotments

Members decided against the installation of a shed at The Pollards **but agreed** expenditure of £240 for six cuts of the allotment paths by the contractor employed by the Lingfield Hub.

4.4 The Pollards continued

Members approved the cost of £170 to move a compost heap at The Pollards.

4.5 Talbot Road Football Pitch

Members approved expenditure of £300 for earth quaking treatment to the football pitch at Talbot Road.

5 TRAFFIC AND PARKING

Lisa reported that double yellow lines have been introduced in various roads around the village without any consultation with the Parish Council.

6 HUB PROJECT

6.1 Councillor Responsibility

John Cole will be the councillor responsible for inspecting grass cutting in Lingfield. If members are aware of any areas which have not been cut they can report direct to the clerk.

6.2 Agency Agreement for Grass Cutting

Members agreed that two members, in the presence of the clerk, can sign the Agency Agreement with Surrey County Council to take on the responsibility of 'lead parish' and manage the grass cutting contract. Graham suggested publicising the change of arrangements in the next issue of Community News. The deadline is 6th May.

Action: Clerk

6.3 Contract for Grass Cutting

Following recommendation by the Hub Working Party, **members agreed** that two members, in the presence of the clerk, can sign the contract with Clark Ground Care to carry out the function of cutting grass verges in the seven parishes which make up the Lingfield Division of Surrey County Council. There are two outstanding issues to be resolved before this can be signed:- Proof of NRSWA accreditation and agreement to the amendments following parish visits.

6.4 Extra Phone Line

Members approved installation of an additional phone line for the Hub Project at a cost of £85 connection and £18.48 per month. The initial contract period is one year.

6.5 Local Area Committee Contribution

Members noted receipt of £800 to cover set up costs of the Lingfield Hub. It was noted this will pay for:- Printing of tender documentation; telephone installation; telephone apparatus; Clerk's time.

7. VILLAGE ENVIRONMENT

7.1 Village Signs

Chris reported that he had met with a Highways Engineer to identify locations for village signs and to find out how much these would cost. Anita Guy at Surrey County Council has advised that these will cost £540 each, excluding any traffic management which may be required. Chris reported that he has been advised that SCC has no funding for this. Michael Sydney will discuss with John Lawlor.

7.2 Godstone Road Traffic Calming

Lisa reported that she is still pursuing this and is concerned that the traffic figures used to support the installation of a traffic calming scheme were based on a 9 day period which included two weekends. This had the effect of reducing the average daily traffic movements. The Police have concerns about the scheme but were advised by SCC that Police approval is not required. This has been an important learning exercise for the village and we need to consider how we can influence such matters in the future. Lisa is requesting further information under the Freedom of Information Act to find out how much officer time has been spent on this considering that this scheme is meant to be at the developer's expense. She is concerned that such a scheme would not even be considered if it was a private development and questions whether there should be exceptions to the rules where highway safety is concerned.

8. TRAINING AND MEETINGS

8.1 Localism Conference

Members approved expenditure of £85 for the clerk to attend the Localism Conference on Friday 20th April 2012.

8.2 Surrey Local Councils Forum

The Chairman will attend the Local Councils Forum on 25th April 2012. No expenditure will be incurred because he is on the committee of SCAPTC.

8.3 Gatcom Committee Meeting

A meeting is due to be held on 26th April. Graham or Chris will attend.

8.4 SCAPTC General Meeting

The Chairman will attend the General Meeting of SCAPTC on 25th April 2012.

8.5 SCAPTC AGM

The Chairman will attend the AGM of SCAPTC on 27th September 2012.

9. REPORTS FROM OUTSIDE BODIES

Nothing to report.

10. QUEEN'S DIAMOND JUBILEE CELEBRATION

10.1 Progress Report

The Chairman gave a progress report on the plans for the Jubilee Celebrations to be held on Monday 4th June 2012.

10.2 Union Jack Bunting

Members approved expenditure of £100 to purchase Union Jack bunting for the event.

10.3 Jubilee Beacon

Members approved expenditure of £275 for the cost of the Jubilee Beacon. The clerk will accept the quotation from Simon Larkin. **Action: Clerk**

10.4 Jubilee Leaflet

Members approved expenditure of £228 for the cost of the Jubilee printing.

10.5 Banners

Members approved expenditure of £140 for two banners to publicise the event.

10.6 SCC Local Area Committee

Members noted receipt of £500 from the Tandridge Local Area Committee to cover the cost of the Jubilee Beacon.

10.7 Working Party Meeting

It was agreed that the next meeting of the working party will be held at lunch time on Wednesday 4th April.

11. CURRENT CONSULTATIONS

11.1 Road Safety and Anti-Social Driving Strategy – due 15th May 2012

Members will respond individually.

Action: members

11.2 Tandridge Parking Standards – due 3rd May 2012

Chris will provide a response for the clerk to forward.

Action: Chris

12. MINUTES OF PLANNING COMMITTEE MEETINGS

Member approved minutes of the meetings of the Planning Committee held on 31st January 2012 and 14th February 2012.

13. MATTERS FOR REPORTING OR INCLUSION ON FUTURE AGENDA

13.1 Telephone Number for Surgery

Members have been lobbied about the cost of the 0844 telephone number at the Doctors' Surgery. The Chairman will draft a letter to the surgery expressing these concerns.

Action: Chris

13.2 Equipment left outside the Co-Op

Graham is concerned about the mess outside the Co-Op, given that it is within the Conservation Area. Lisa will make contact in her capacity as District Councillor.

Action: Lisa

13.3 Replacement Street Lights in Plaistow Street

Graham is concerned that the replacement street lights do not respect our environment and some are shining into residents' windows. Lisa will contact the contractor to get offending lights redirected and the clerk will write to SCC.

Action: Lisa/Clerk

13.4 Transport

It was agreed that Graham Marks will liaise with transport providers to improve the link between different modes of transport.

Action: Graham

14. DATE OF NEXT MEETING

The next meeting of the Parish Council will be held on Saturday 28th April 2012.

Members agreed that future meetings of the Parish Council will revert to Tuesday nights with Councillor Surgeries to be held on Saturday mornings once a month. Although moving the meetings to Saturday encouraged the public to attend initially, this seems to have diminished over the last few months.

Meeting closed at 12.27pm